CLARIS™

FOR MACINTOSH

ClarisWorks™
USER'S GUIDE

FOR MACINTOSH

ClarisWorks
USER'S GUIDE

SERIAL NO. 7002854002

Contents

Welcome

This user's guide introduces you to the ClarisWorks™ application from Claris Corporation. ClarisWorks is an all-in-one software package offering seamless integration of word processing, drawing, painting, spreadsheet computation and charting, database management, and communications.

Customer support and registration

Please take the time to complete and mail the postage-paid product registration card for your new software. For information about customer support, refer to the *Claris™ Support Portfolio Service Booklet* included in the product package.

How to start

This user's guide is designed to get you started fast, whether you're a new or experienced ClarisWorks user.

If	Do this
You're new to ClarisWorks or want a complete understanding of ClarisWorks	First be familiar with Macintosh techniques such as using the mouse and working with disks. Refer to the documentation that came with your computer for this information.
	View the onscreen tour, "Introduction to ClarisWorks," to understand what ClarisWorks is all about. You can begin the tour from the Welcome dialog box that appears when you start ClarisWorks, or by choosing Help from the ◆ (Apple) menu and then Introduction to ClarisWorks.
	Practice using ClarisWorks while reading this user's guide and referring to onscreen Help.
You've used ClarisWorks before	Read the rest of this chapter to learn how to use this user's guide and ClarisWorks Help together.
	Review the list of new features in ClarisWorks 3.0. To find the list of new features, choose Help from the ◆ (Apple) menu and then choose ClarisWorks Help Contents. Click New Features in ClarisWorks 3.0, and then New features in version 3.0.
	As necessary, review ClarisWorks Help topics and the chapters in this book to learn more about specific procedures.

Using Help and the user's guide together

This user's guide and ClarisWorks Help, a comprehensive onscreen help system, are designed to work together.

Choose Topics A–Z from the ? menu.

Topics relating to the current section are listed here.

Gray boxes, in the margin or within the text, list ClarisWorks Help topics that provide more information about a feature.

Choose Topics A–Z from the ? menu.

For information on	Choose this from Topics A–Z in Help
A ClarisWorks feature	Relevant Help topics are listed here.

To locate a Help topic listed in a gray box, start by choosing Topics A-Z from the Help menu, then choose the topic you want from the alphabetical list. For complete directions, see "Using Topics A-Z" on page W-5.

Special information in this user's guide is marked with a bar.

> **Note** or **Titled** messages give extra information about a subject.

> **Tip** messages provide helpful information.

> **Important** messages alert you to situations that require attention, such as an action that you can't undo.

In the user's guide index, terms marked with an asterisk (*) refer you to a topic in ClarisWorks Help.

Glossary terms are listed in the index. To find the definition of the term *headers*, for example, look up the index listing *Headers, described*.

Using ClarisWorks Help

ClarisWorks Help completely documents all ClarisWorks features. As you get comfortable with ClarisWorks, you'll be able to find all the information you need in ClarisWorks Help.

Opening ClarisWorks Help

ClarisWorks Help is available whenever ClarisWorks is running. To open Help, you can:

- choose one of the ClarisWorks Help commands from the ⟨?⟩ (Help) menu or choose Help from the (Apple) menu, and then choose an option from the submenu

- press the Help key (if you don't have an extended keyboard, press ⌘-?)

Choose	To see
ClarisWorks Help Contents	Topic titles in a table of contents organized logically by subject from general to specific
Search for Help On	An alphabetical list of keywords you can click to see related topic titles
Topics A – Z	A window displaying letters of the alphabet you can click to see the topic names beginning with that letter
How to Use Help	Help topics with information on navigating and using ClarisWorks Help
Introduction to ClarisWorks	An onscreen tour of the most important ClarisWorks features and concepts
ClarisWorks Assistants	Automated assistance in creating various types of documents and performing complex tasks

Using the Help window

Once you open Help, you see the Help window. To navigate in the Help system, you click buttons and underlined text in the Help window.

Choose Topics A–Z from the ? menu.

Browse through Help
Find a topic in the Help Contents

Keyword button

Contents button

Search button

Move to the last topic you viewed

Move to the next or previous related topic

Add your own notes to a topic

Title bar

ClarisWorks Help

Contents

ClarisWorks Help

Topics A-Z

Welcome to ClarisWorks Help. Click an underlined title to display the topic you want to read. Use the scroll bar to see the entire list of topics.

How to use Help
Shortcuts
New features in ClarisWorks 3.0
Troubleshooting
Managing files and windows

Click underlined text to see a list of related topics

Click to see a list of topics in alphabetical order

Here are some suggestions for using onscreen Help:

To	Do this
Move the Help window	Drag the window's title bar.
Arrange windows for easy access	On a small screen, move the ClarisWorks document window and the Help window so the corners overlap. Then you can click a corner to bring a window into view. On a larger screen, arrange the windows side by side.
Hide onscreen Help temporarily	Click a different window.
Close onscreen Help	Click the close box ▦ in the upper-left corner of the window.
Print a topic	Go to the topic, then choose Print from the File menu.

Using Topics A-Z

Use Topics A-Z when you know the name of the topic you're looking for. Topics A-Z is the best way to find the topics to which this user's guide refers. Click the Topics A-Z button, and then click the first letter in the name of the topic you're looking for. All the topics beginning with that letter appear in the window.

> **ClarisWorks Help**
>
> **Topics A – Z**
>
> Use Topics A - Z when you know the title of the Help topic you want to see.
>
> **To use Topics A - Z:** Click a letter to see an alphabetical list of Help topics. Then click an underlined title for more information.
>
> A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
>
> Omit records
> Open and close a frame
> Operators and their precedence
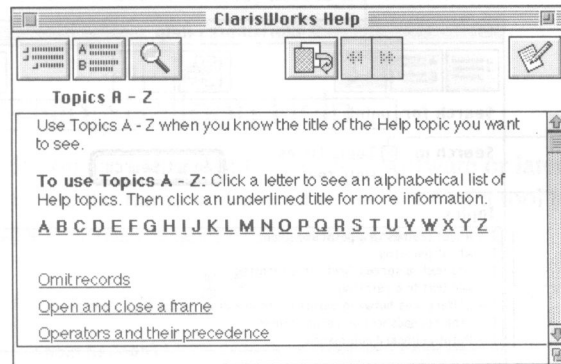
Searching for topics with keywords

To search for topics by looking through a list of familiar words or phrases, click the Keyword button. Use the alphabetical list of keywords to look up specific topics. For example, click "objects" to find topics related to working with objects.

Keyword button

> **ClarisWorks Help**
>
> **Keywords** | **Help Topics**
>
> create frames | About outlines
> creating objects | Create a custom outline format
> Creating slides | Choose an outline format
> Custom outline formats | Change topic labels
> Customizing the Shortcuts palette
> cutting objects
> date and time functions
> DATE function
> DATETOTEXT function
> DAY function
> DAYNAME function
> DAYOFYEAR function
> DEGREES function

Click a keyword to see a list of related topics

Click to go to a topic

Scroll down to see more keywords
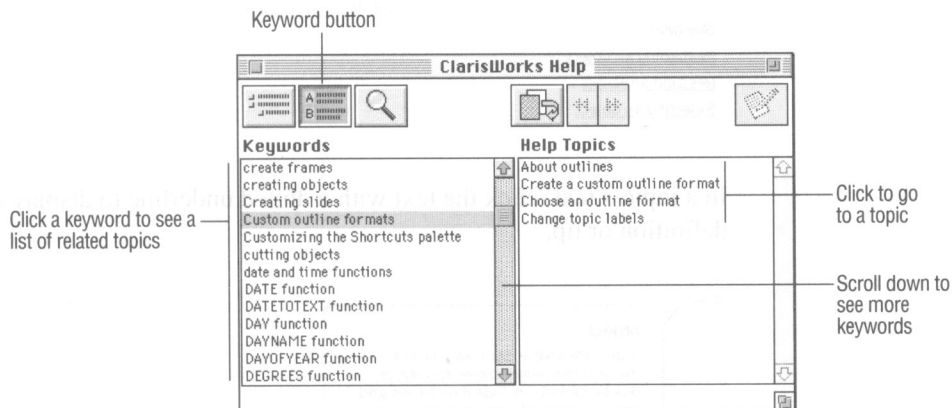
Searching for a word or phrase

To find Help topics using a word or phrase, click the Search button. Type the text you want to find, and then click Start Search. ClarisWorks creates a list of topics that contain the text you typed. The number to the left of a topic represents the number of times the text appears in that topic.

Search button

ClarisWorks Help

Click to search topic titles — Search for paint

Click to search the text in topics

Search in ☒ Topic titles
☐ Help text

Start Search

Type all or part of the text you want to find (use lowercase or uppercase text)

Topics

Click the name of the topic you want to read

1 – About frames in a paint document
1 – About painting
1 – Add text, a spreadsheet, or a painting
1 – Add text to a painting
1 – Differences between painting and drawing
1 – Link spreadsheet or paint frames
1 – Paint keyboard commands

Scroll to see more topics

Using jumps and pop-ups

ClarisWorks Help contains underlined text that you can click to move to another topic or display the definition of a term. Many topics contain a "See also" list of related topics at the end of the Help text. Click the text with a solid underline to jump to a related topic.

See also
Reshaping an object
Resizing an object
Selecting an object

In a topic's text, click the text with a dotted underline to display a pop-up definition or tip.

object

object
A discrete shape, such as a line or a circle, that you can select, move, modify, or delete. Objects include the shapes and frames you create with the drawing and frame tools. Database field names in Layout are also objects.

Attaching notes to Help topics

If you want to store extra information about a feature, attach a note to a Help topic.

To attach a note, click the Notes button. Enter the note text in the dialog box that appears, and then click OK. When a topic has a note attached to it, you see a pencil marker 🖉 next to it. Click the marker to view or change the note. To delete a note, delete all the text in the note (the pencil marker disappears when you delete the note.)

Choose Topics A–Z from the ? menu.

Attach notes to a Help topic

Notes button

Using Balloon Help

If you are using Apple System 7 software or later, use Apple Balloon Help to see the name and a brief description of a tool or control.

Show Balloons alternates with Hide Balloons
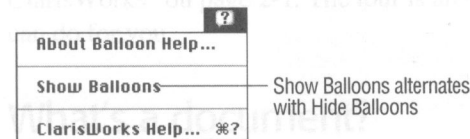
Showing and hiding Balloon Help

Move the pointer over a tool or control

Using Balloon Help
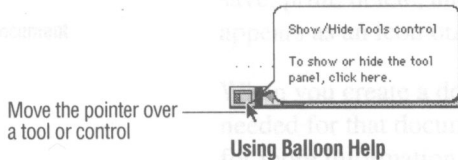
Chapter 1: Introducing ClarisWorks

With the ClarisWorks application, you can do all the jobs you perform most often on a personal computer: word processing, drawing and painting, spreadsheet computation and charting, database management, and telecommunications. This chapter describes the different types of work you can do with ClarisWorks.

Where to start

First go through the introductory material (both in print and onscreen) that you received with your computer. When you're ready to learn about ClarisWorks, start by running the onscreen tour, "Introduction to ClarisWorks." For directions on starting ClarisWorks and running the onscreen tour, see "Starting ClarisWorks" on page 2-1. The tour is an easy way to see what ClarisWorks can do for you.

What's a document?

Letter

A ClarisWorks document

You use the ClarisWorks application to create documents. A document is a computer file in which you enter information. You can create, open, change, save, print, delete, and duplicate documents. When closed, a document appears as an icon on the desktop.

When you create a document, it appears in its own window, with the tools needed for that document type. See "Working with windows" on page 2-13 for more information.

When a document is open, you see its contents (such as a letter or a drawing) displayed in the window. When printed, a document looks just as it does on the screen.

Document types

You can create six different types of documents with ClarisWorks—word processing, drawing, painting, spreadsheet, database, or communications.

While each type of document is mainly for a certain type of work such as writing a letter or drawing a picture, you can use ClarisWorks to combine different types of work within a single document by using *frames*—"views" of a different type of document. For example, you can add a spreadsheet to a letter without first creating a spreadsheet document.

As you look at the document windows on the following pages, notice that each document type has its own menus and tools.

Word processing (text) documents

Use a word processing document when you want to write a letter, report, story, outline, form letter, or other project that is mostly text. If you want to add a spreadsheet or pictures, you can do so without leaving the word processing document by creating a spreadsheet frame or drawing directly in the letter.

Word processing menus and controls

A word processing document with text only

A word processing document with a drawing and a spreadsheet frame
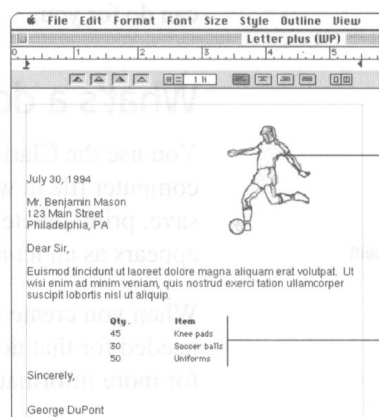
Draw a logo

Create a table in a spreadsheet frame

ClarisWorks gives you great flexibility in the way you present what you write. Using multiple columns, for example, you can create professional-looking catalogs and reports. You can write better research papers by using ClarisWorks to outline your ideas and add footnotes that number and renumber automatically.

See chapter 3, "Working with text," for more information about what you can do with word processing documents and text frames.

Draw documents

Use draw documents for artwork and page layout. A draw document includes objects (such as rectangles, circles, and lines) that you can create, select, move, and modify. If you want to add text, a spreadsheet, or clip art, you can do so in the same document.

Create a map in a draw document   Add text and data to create a presentation
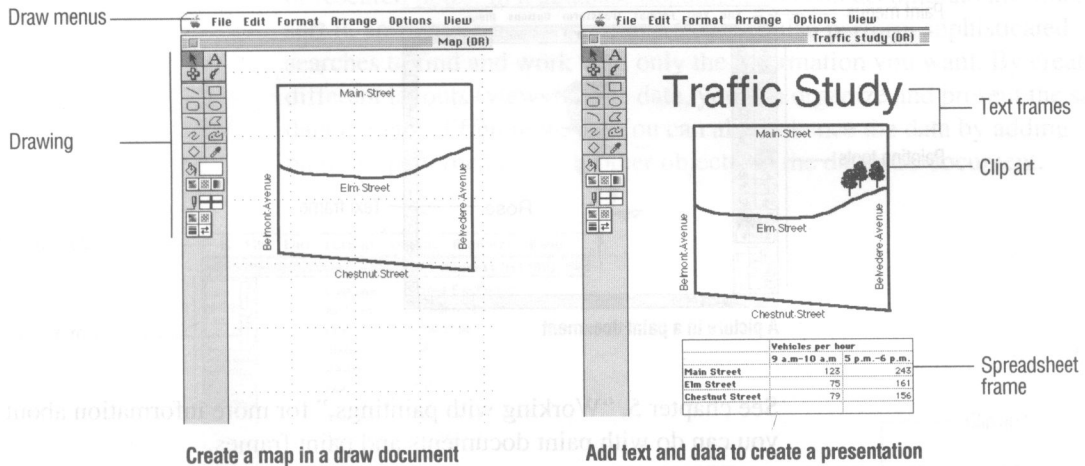
Draw documents are useful for creating presentations, maps, organization charts, and illustrations. Draw documents are especially useful for complex page layouts—you can link text frames in a draw document so the text flows from one frame to the next.

See chapter 4, "Working with drawings," for more information about what you can do with draw documents and using drawing tools in all types of documents. For information on linking frames, see chapter 8, "Beyond the basics."

Paint documents

Use paint documents primarily for creating illustrations. You can use the same tools as when you create drawings, plus a set of tools for special effects like paintbrush strokes and spray paint. If you want to add a spreadsheet, text, or clip art, you can do so without leaving the paint document.

Paint menus

Painting tools

Rose

Text frame
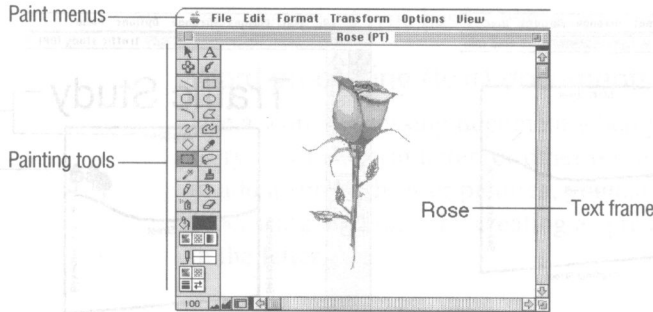
A picture in a paint document

See chapter 5, "Working with paintings," for more information about what you can do with paint documents and paint frames.

Spreadsheet documents

Use a spreadsheet document to organize numeric information, make calculations, and create professional-looking reports. You can also use a spreadsheet for any type of information (such as a schedule) that you want to present in a columnar format. You can add a headline or pictures, or turn the numbers into charts to aid comprehension, all without leaving the spreadsheet document.

Spreadsheet menus and entry bar

Chart

Add data to a spreadsheet document
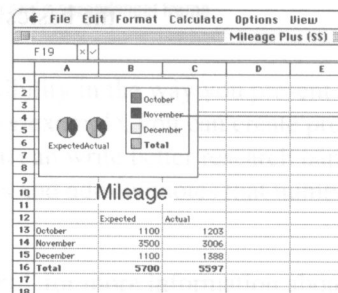
Create a chart to add clarity or show data in perspective

See chapter 6, "Working with spreadsheets," for information about what you can do with spreadsheet documents and spreadsheet frames.

Database documents

Database documents are useful for managing and organizing large collections of information, such as address lists, student or customer records, or research notes. In a database document you can accumulate information, sort it, and print attractive reports. You can also perform sophisticated searches to find and work with only the information you want. By creating different layouts (views) of the data, you can organize and present the same data in many different ways. You can also enhance the data by adding pictures, patterned lines, or other objects, to the database document.

Database menus

Database controls

Clip art
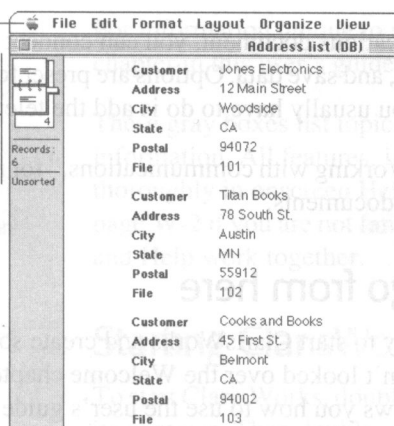
**Enter names and addresses in
a database document**
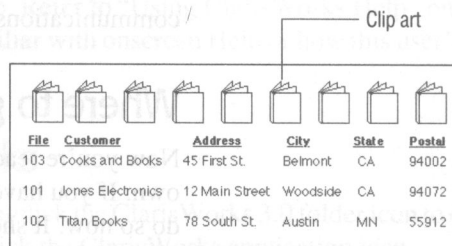
**Alphabetize the list and add a picture
to enhance the document**

See chapter 7, "Working with databases," for more information about database documents.

Communications documents

A communications document is different from other ClarisWorks documents. It conducts a communications session between your computer and an online information service, a bulletin board, or another computer.

Communications— menus and controls

```
  File Edit Settings Session View Keys
                Untitled 8 (CM)
  00:03:57 Connected
Sysop:

* Did you know that Claris has an online keyword search
"TechInfo Database"?

The database can give you immediate answers to questions
technical notes, offer product hints and tips, and more.
and added more records of information to our online sear

Now is a good time to browse through the helpful records
access use GO CLRTECH. Use Information Manager or Term
is a search engine you will not be able to use Navigator
```

A communications session

With a communications document, you can connect to a remote computer and receive, send, and save data. Options are preset for most commonly used settings, so all you usually have to do is add the telephone number.

See chapter 9, "Working with communications," for more information about communications documents.

Where to go from here

Now you're ready to start ClarisWorks and create some documents of your own. If you haven't looked over the Welcome chapter of this user's guide, do so now. It shows you how to use the user's guide and the onscreen Help system together to find information. Then go to "Starting ClarisWorks" on page 2-1.

Chapter 2: ClarisWorks basics

This chapter provides basic information about using ClarisWorks that generally applies to all document types. These subjects are covered:

- starting and stopping ClarisWorks
- creating and saving documents
- printing documents
- working with ClarisWorks windows
- working with documents
- working with shortcuts

For information unique to a particular document type, see the appropriate chapter in this user's guide.

Choose Topics A–Z from the ? menu.

Related help topics are listed here

These gray boxes list topics in onscreen Help where you can find more information. All features, including procedures and shortcuts, are described thoroughly in onscreen Help. Refer to "Using ClarisWorks Help" on page W-2 if you are not familiar with onscreen Help or how this user's guide and Help work together.

Starting ClarisWorks

ClarisWorks

To start ClarisWorks, double-click the ClarisWorks 3.0 folder icon to display its contents. Then double-click the ClarisWorks application icon.

The first time you start ClarisWorks, you're asked to enter your name, company name, if applicable, and product serial number in the Personalize dialog box. You need to do this only once when you start ClarisWorks.

If you've entered your name in the Chooser (System 6) or in the Sharing Setup dialog box (System 7), your name appears automatically in the Name box.

Type a name to personalize
your copy of ClarisWorks

Name

Company

Serial Number

See registration card

Press Tab to go to the next line
(Company is optional)

Important Check your typing carefully. If you find a mistake, press Tab to move through the boxes and correct the error or type the information again. You can't change the name, company, or serial number after you leave this dialog box unless you reinstall ClarisWorks.

After you personalize your copy of ClarisWorks, and every subsequent time you start the ClarisWorks application, you see the Welcome dialog box.

Welcome Use ClarisWorks to make letters, flyers, budgets, gradebooks, mailing labels, contact lists, reports, and much more.

Click a button to
choose an option

Show me an onscreen tour of ClarisWorks.

Create a new document.

Open an existing document.

Click if you don't want to
see this dialog box again

☐ Don't show this screen anymore. (When ClarisWorks starts up, go straight to making new documents.)

Cancel   Continue

Note If you're new to ClarisWorks or unfamiliar with the new features in ClarisWorks 3.0, run the onscreen tour. You can run the tour at any time, even if you select the option to hide the Welcome to ClarisWorks dialog box. Select Introduction to ClarisWorks from the ⟨?⟩ menu.

Creating a document

You can create a document when you start ClarisWorks or when ClarisWorks is already running. To create a document when ClarisWorks is running, choose New from the File menu.

Choose Topics A–Z from the ⑦ menu.

Create documents
Open documents

Select to create a blank document ——————

Start with a Blank Document

A **Word Processing**
🖉 **Drawing**
🖉 **Painting**
▦ **Spreadsheet**
▤ **Database**
📖 **Communications**

———— Then select the document type

Select to create a document using an Assistant or stationery ——————

Start with an Assistant or Stationery

Category: [None ▼]
A **Fax Cover Stationery**
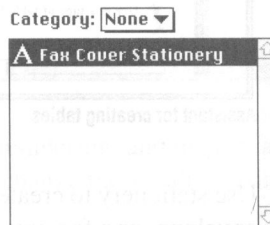
———— Then select the Assistant or stationery document

You can start with a blank document, or use the ClarisWorks Assistants, which help you create specific documents to meet your home and office needs, or you can open custom templates, called stationery.

To do this	Select
Create a blank document	Start with a Blank Document and then select a document type from the list. See chapters 3-7 for more information on each document type.
Use an Assistant to lead you step-by-step in creating a specific type of document, such as a document for addressing envelopes	Start with an Assistant or Stationery, choose a category from the pop-up menu, and then select an Assistant from the scrolling list.
Open stationery, a preformatted template with the settings and options you choose	Start with an Assistant or Stationery, choose a category from the pop-up menu, and then select stationery from the scrolling list.

Note You can use some Assistants, such as the Assistant for creating tables, to help you perform a specific task in a document you've already opened. These Assistants are available in certain types of documents only. To see the Assistants available for the current document, choose ClarisWorks Assistants from the ⑦ menu. Then select an Assistant and click OK.

Use an Assistant when you want to fill in information and have ClarisWorks create the document for you.

Table Assistant

The Table Assistant will step you through creating professionally formatted tables quickly and easily. Begin by selecting the type of information you want in your table.

Mon.	Tues.	Wed.	Thurs.	Fri.

Select Table Type
- ● Days
- ○ Months
- ○ Quarters
- ○ Years / Numeric Range
- ○ Custom

Use this type of table for calendars or to do lists.

Progress

[Cancel]   [Next]
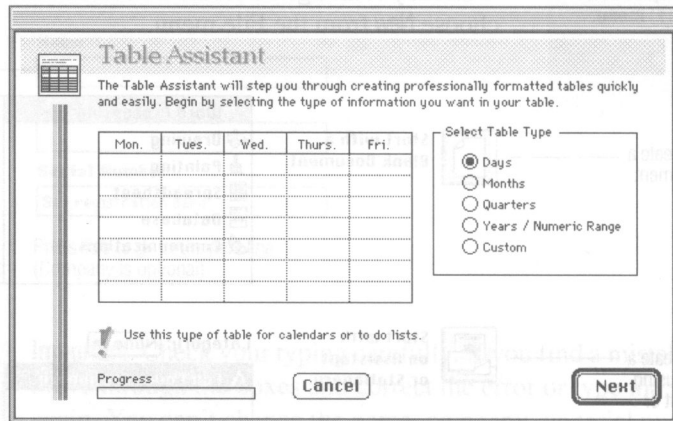
Assistant for creating tables

Use stationery to create a document using a template such as a letterhead, an envelope, or a fax cover sheet that you customize for your own use.

The Soccer Company

Specials

Knee pads	$12.50/set
Arm pads	7.50
Gloves	12.00
	25.00
	15.00
	30.00
	27.50
	12.75
	25.00
	27.00

The Soccer Company
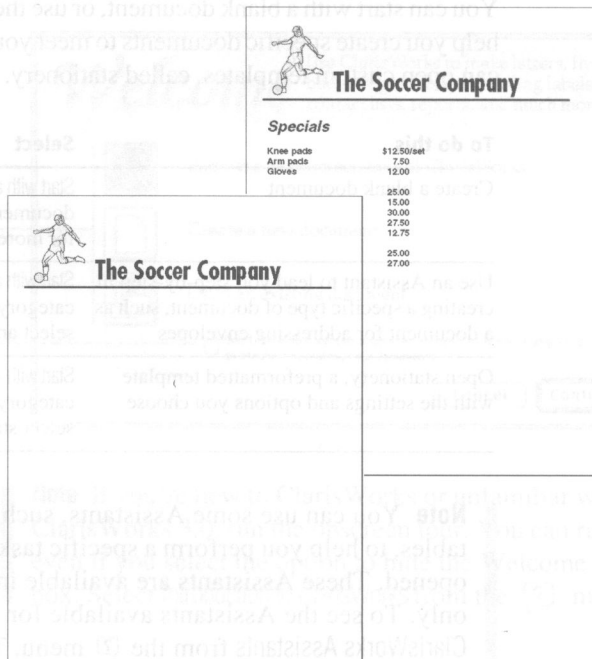
When you create a document, you see the window for the document type you selected.

Document name, which you can change

The order in which the document was created

Untitled 1 (WP)
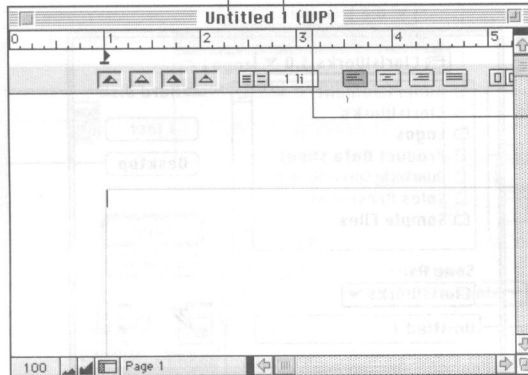
Document type:
WP for Word Processing
DR for Draw
PT for Paint
SS for Spreadsheet
DB for Database
CM for Communications

The margins, page numbering, and display are set up for each type of document. You can change these values using the Document command in the Format menu.

Saving a document

Choose Topics A–Z from the ? menu.

Export documents
Save documents
Save a document for the first time
Save a document under another name
Save document formatting (stationery)

To save a document, choose Save or Save As from the File menu.

- Choose Save to save a document for the first time, or to save changes to a document you've previously saved.

- Choose Save As to save another version of a document with a new name, in a different format, or in a separate location.

You see the Save As dialog box the first time you save a document and any time you choose Save As from the File menu. In the Save As dialog box, enter a name for the document and then click Save.

Choose a folder or disk to save the document in that location

Double-click a folder or disk to see its contents

Choose a file format to save the document in that format

Type a new name for the document
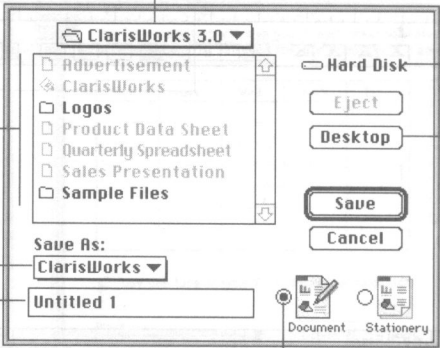
Current disk

Click to list the items on the computer desktop

Click to save the document

If you try to save a document with the same name as another document in the same folder, you see a message asking if you want to replace the existing document with the current document.

After you save a document for the first time, you can:

- resave it periodically to keep your work up to date
- save it with a different name to create two identical documents
- make a backup copy regularly to protect your data

Opening a document

When you open a document, it looks like it did when you last saved it. For information on opening and using stationery, see the next section.

Choose Topics A–Z from the ? menu.

Open documents

To	Do this
Open a ClarisWorks document from within ClarisWorks	Choose Open from the File menu, choose the file and click Open.
Open a ClarisWorks document from the Finder	Double-click the document icon. ClarisWorks starts up (if it's not already running) and opens the document.

In the Open dialog box, you can search the file system for your file and choose the type of file you want to open.

Choose a folder or disk to see files and folders in that location

Documents available to be opened

Preview image

Click to display a preview of the selected file

	ClarisWorks 3.0 ▼	
Preview	☐ House	⊂ Hard Disk
	☐ Logos	Eject
	☐ Quarterly spreadsheet	Desktop
		Open
Create		Cancel
	☒ Show Preview	
	Document Type	File Type
	All Types ▼	All Available ▼

Choose the type of document you want to use for importing (such as Painting)

Choose the type of file you want to use for importing (such as MacPaint)

Note If Create Preview is selected in the General area of the Preferences dialog box, you can show thumbnail sketches of paint documents, PICT files, and QuickTime movie files in the Open dialog box. (You must have QuickTime installed in your system to preview a document.) If you don't see a thumbnail sketch, try clicking Create. See "Setting preferences" on page 2-25.

Saving document formatting (stationery)

Save document formatting (stationery)

Stationery is a template you create once and then reuse many times. Saving a document as stationery is useful if you've spent time customizing a document, and you think you may want to use the same settings again. Stationery can contain text, draw objects, paint images, formatting, and other options you routinely use. There are two ways to set up stationery in ClarisWorks.

Setting up regular stationery

If you plan to reuse the same combinations of text, objects, or settings, you can create templates, called *regular stationery*, for specific uses. For example, you might want to create regular stationery for your letterhead or a newsletter.

You can set up regular stationery to open from the New Document dialog box or from the Open dialog box.

Stationery set up to open from the New Document dialog box can be organized into categories to make it easier to find. To assign a category to a regular stationery document, choose Document Summary Info from the File menu, type a brief label in the Category box, enter any other summary information you want to save with the stationery, and click OK. This label will show in the Category pop-up menu in the New Document dialog box. For more information about entering document summary information, see "Identifying your documents" on page 2-10.

> **Note** If you don't provide a category label, ClarisWorks assigns the stationery document to the None category.

Setting up default stationery

If you plan to use certain settings every time you create a document, set up a document as *default stationery* that opens automatically whenever you create a new document of that type. For example, you might want to change the default font used in a new word processing document.

Creating stationery

To create a stationery document, prepare a document with the settings and information you want to save as stationery, and then follow these steps to save the document:

1. Choose Save As from the File menu.

2. In the Save As dialog box, click the Stationery button.
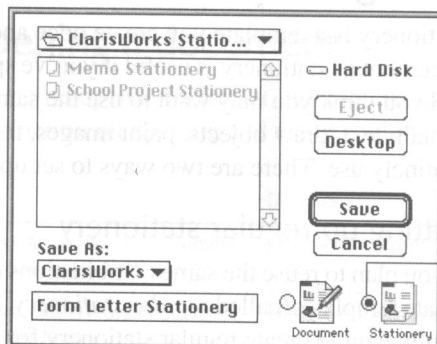
Click to save the document as stationery

3. Select the folder into which you want to save the stationery.

If you plan to open stationery from the New Document dialog box, save the stationery in the ClarisWorks Stationery folder. The ClarisWorks Stationery folder is in the Claris folder, which is in the System Folder. If you're setting up regular stationery to open from the Open dialog box, you can save the stationery in any folder.

4. Type a name for the document.

If you're setting up default stationery, there are specific naming conventions you must use. For details, see onscreen Help.

If you're setting up regular stationery, you can save the document under any name. It's best to give regular stationery a name that will help you find it again (such as Form Letter Stationery).

5. Click Save.

Opening stationery

When you open a stationery (template) document, ClarisWorks opens it as a new, untitled document and the original document remains unaffected. You change the document as necessary and then assign a new name when you save it.

To open default stationery, choose New from the File menu, select the type of document you want to open (such as Word Processing or Drawing), and click OK.

> **Note** If you want to create a new document without the default stationery settings, select a standard document type (such as Standard Word Processing) from the scrolling list in the New Document dialog box.

You can open regular stationery from the New Document dialog box or from the Open dialog box.

To open regular stationery from the	Do this
New Document dialog box	Choose New from the File menu and then click Start with an Assistant or Stationery. Then, choose None or the name of the stationery's category from the Category pop-up menu, select the stationery name in the scrolling list, and click OK.
Open dialog box	Choose Open from the File menu, open the folder or disk containing the stationery, select the stationery name in the scrolling list, and click Open.

Identifying your documents

Choose Topics A–Z from the ⑦ menu.

Save document summary information

Save a description of your document if you want to include notes to yourself about the document's contents, or if you're planning to save the document as regular stationery (see "Saving document formatting (stationery)" on page 2-7). To save a description of your document, choose Document Summary Info from the File menu.

Document Summary

Title:	Introductory offer
Author:	M. Thomas
Version:	1.0
Keywords:	Promotion
Category:	General
Description:	Free companion fare to Greece in August

[Cancel] [OK]

When you save a document as regular stationery and store it in the ClarisWorks Stationery folder, you see the document's summary information in the New Document dialog box.

What you enter for	Appears in the New Document dialog box as the
Title	Document name (in the scrolling list)
Category	Category name
Description	Document's description

Importing and exporting documents

You can share ClarisWorks documents with other applications using special files called translators. The ClarisWorks application comes with translators for many popular software applications.

ClarisWorks uses the translators in your Claris Translators folder to import and export files. (The Claris Translators folder is in the Claris folder, which is in the System Folder.)

To	Do this
Export a document so it can be read by an application other than ClarisWorks	Choose Save As from the File menu, and then choose a file format, such as MacWrite¨ II, from the Save As pop-up menu.
	(If the application you want to use isn't listed, try using one of the commonly accepted formats —Text, DBF, DIF, Excel, or SYLK—to save the document. You can then open the document in an application that supports those formats.)
Import (convert) a document created with a different application	Choose Open from the File menu. In the Open dialog box, select the appropriate document type from the Document Type pop-up menu. Select the file you want and click Open. The original document stays intact.
	To import a Microsoft Works (version 3.0 or 4.0) file, open Microsoft Works and save the Microsoft Works document in Works 2.0 format. Then open ClarisWorks and choose Open from the File menu. In the Open dialog box, select the Microsoft Works file and click Open.
Insert an entire document, such as clip art (commercially produced graphics) from another application into a ClarisWorks document	Click at the point where you want to insert the file and then choose Insert from the File menu. In the Insert dialog box, select the file type you want from the Show pop-up menu, choose the file, and click Open.

Note Inserting data into a database document requires steps not covered in this section. For more information, see "Inserting data from other applications" on page 7-27.

Closing a document

Always close documents and windows before you exit ClarisWorks or turn off your computer.

To	Do this
Close a document	Choose Close from the File menu.
Close all documents	Hold down the Option key while you choose Close from the File menu.
Close all documents and ClarisWorks	Choose Quit from the File menu.

If you've made any changes in open documents but not yet saved them, ClarisWorks asks if you want to save the new version.

Printing a document or Help topic

To print the current document or a current Help topic, choose Print from the File menu.

When you first use your printer, or when you change printers, use the Chooser desk accessory (in the 4 menu) to identify the printer to the system software. For information on using the Chooser, see the documentation that came with your computer.

Before you print, you can preview a document on the screen and make necessary adjustments.

To	Do this in ClarisWorks
Choose a printer	Select a printer using the Chooser.
Change the page orientation, page size, and other print settings	Choose Page Setup from the File menu.
Preview a draw, spreadsheet, database, or paint document on the screen	Choose Page View from the View menu. Word processing documents always appear in page view. For instructions on hiding the margins and page guides in a word processing document, see "Working in page view" on page 2-19.

See "Printing a spreadsheet document" on page 6-12 and "Printing a database document" on page 7-27 for more information about printing these specific document types.

Working with windows

Each document appears in a window, which contains standard elements for working with applications. You also see elements unique to ClarisWorks.

Text ruler —————————

——— Horizontal pane control

Untitled 1 (WP)

Zoom percentage box ——

Zoom controls ———

Show/hide tools control   Page indicator

Vertical pane control
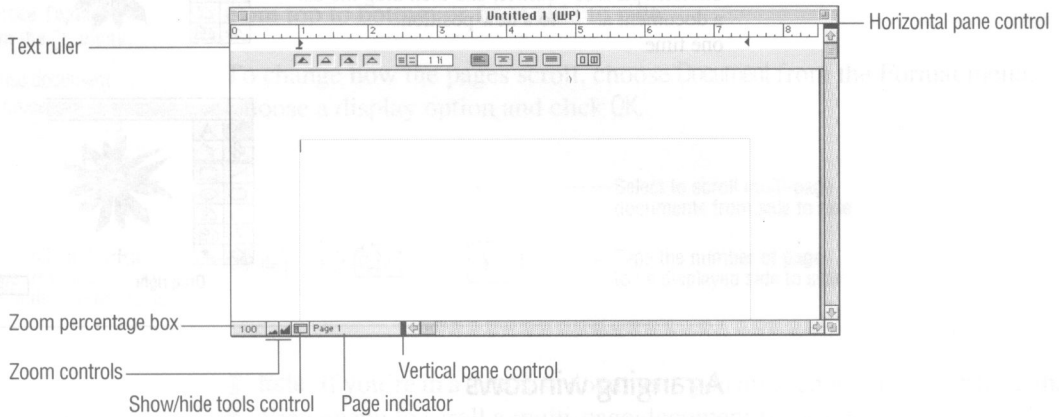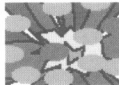
Viewing windows

You can view a window and its contents in different ways. For example, to see a drawing in detail, you can enlarge your view of it (zoom in). When you finish, zoom out to return to its original size.

Enlarge or reduce a document
Split a document window into panes
View a document in multiple windows
View multiple pages

To	Do this	Example
Zoom in or out, or choose a zoom percentage	Click ▨ to zoom in, click ▨ to zoom out, or click the zoom percentage box and select a percentage.	Zoom out Zoom in

To	Do this	Example
Split a window vertically or horizontally to display different parts of a document at one time	Click the horizontal pane control ▬ in the upper-right corner, or the vertical pane control ▌ in the lower-left corner, and then drag the bar to a new position.	Drag down
		Drag right
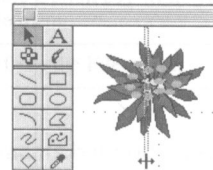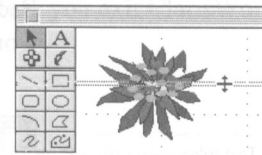
Arranging windows

ClarisWorks can tile or stack open document windows so they are arranged neatly on the screen.

Tile and stack windows

To	Do this	Example
Tile windows in a grid	Choose Tile Windows from the View menu.	**Tiled windows**
Stack windows so they are layered, with the upper-left corner of each window visible	Choose Stack Windows from the View menu.	**Stacked windows**
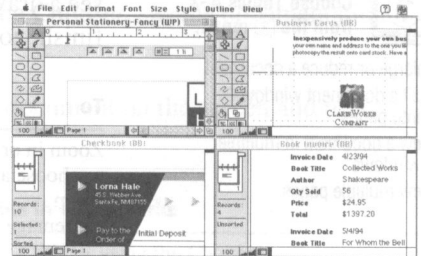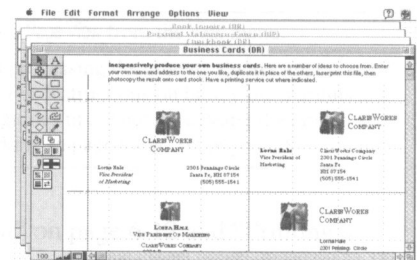
| **Tip** You can also bring the current document to the front by selecting the document filename from the bottom of the View menu.

Changing how pages scroll

The pages in a multi-page word processing or database document can scroll from top to bottom or from side to side.

To change how the pages scroll, choose Document from the Format menu. Choose a display option and click OK.

Select to scroll multi-page documents from side to side

Select to scroll multi-page documents from the bottom of one page to the top of the next

Type the number of pages to be displayed side to side
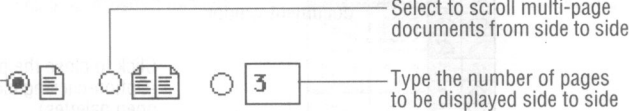
| **Note** If you're in a database document, you must choose Page View from the View menu to scroll a multi-page document from side to side.

Going to a page

To go directly to a page, double-click the page indicator at the bottom of the window, then type the number of the page you want and click OK. If you don't see the page indicator, choose Page View from the View menu.
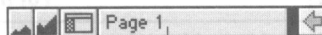
Page indicator

Using palettes

A palette is a window with options you can apply to documents, frames, and objects. You can open, close, collapse, and expand palettes, such as the fill, pen, and shortcuts palettes.

Collapsed palettes go automatically to the upper-right corner of the document window

Press and hold down a button to view the palette and select an option

Click to close the palette (Option-clicking closes all open palettes)

Click to collapse the palette (Option-clicking collapses all open palettes)

Drag the palette onto the working area to keep it open while you work
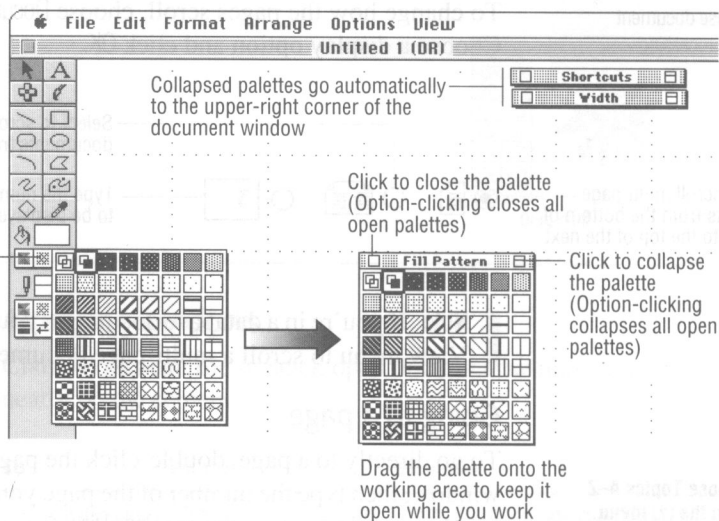
Use the	To	For more information, see
Fill palettes	Fill an object with a color, pattern, or gradient	"Changing the appearance of objects" on page 4-8
Pen palettes	Change the color, pattern, or width of a line or an object's border, or add arrowheads to a line	"Changing the appearance of objects" on page 4-8
Mail merge palette	Merge database information with a word processing document, such as a form letter	"Merging data with text (mail merge)" on page 8-7
Shortcuts palette	Automate common ClarisWorks tasks	"Working with shortcuts" on page 2-27

Using the tool panel

The tool panel contains icons that represent the tools used to work in ClarisWorks. You use these tools to paint images, draw objects and frames (a special type of object), and to change the appearance of objects and frames. For more information on frames, see the next section.

Use the arrow pointer to select, move, and reshape objects and frames

Use the spreadsheet tool to create spreadsheet frames

Use the painting and drawing tools to paint images in a paint document or frame

Use the text tool to create text frames and type text

Use the paint tool to create paint frames

Use the drawing tools to draw objects in documents and frames

Use the fill sample and palettes to select the fill color, pattern, and gradient for objects and images

Use the pen sample and palettes to select attributes for lines and borders of objects and images

If you don't see the tool panel, click the show/hide tools control 🔳 or choose Show Tools from the View menu.

Working with frames

In ClarisWorks, you can add different types of information (spreadsheet data, text, and paint images) to the same document. These different types of information are stored in special objects called *frames*. A frame is an object that acts like a window to another type of document. You can draw frames in every type of document.

To create a frame, click to select a frame tool in the tool panel, position the pointer over the page, hold down the mouse button, and drag the pointer until the frame is the size you want. You can now work in the frame, and you see the appropriate menu commands for that frame (for example, you see spreadsheet commands when you work in a spreadsheet frame).
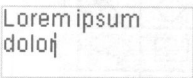
Use the text tool to
draw a text frame
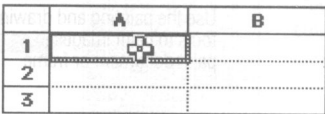
Use the spreadsheet tool
to draw a spreadsheet

Use the paint tool to
draw a paint frame

Working in a ClarisWorks document

This section describes methods you can use to work with most ClarisWorks documents.

Cutting, copying, and pasting

In ClarisWorks you can cut, copy, and paste text, objects, or images within a document or frame, between ClarisWorks documents, and between a ClarisWorks document and another application's document.

Copy and paste objects
Cut, copy, and paste an image
Cut, copy, and paste data
Cut, copy, and paste text
Delete objects
Delete text or objects

To	Do this	For this result
Copy	Select the text, object, or image to copy and choose Copy from the Edit menu.	Duplicates the selected text, object, or image. The original item stays in the document or frame and a copy of it goes in the Clipboard.

To	Do this	For this result
Cut	Select the text, object, or image to cut and choose Cut from the Edit menu.	Removes the selected text, object, or image from a document or frame and places it in the Clipboard.
Paste	Position the insertion point where you want to place the cut or copied text, object, or image, and choose Paste from the Edit menu.	Places the cut or copied text, object, or image at a new location in the document or frame.

Note There are some exceptions to the cut and paste rules in ClarisWorks documents. You cannot cut text from a communications document, but you can copy it. If you paste text into a communications document with an open connection, the text is sent to the remote computer to which you are connected. You also cannot paste objects into a spreadsheet cell.

Changing your mind

If you make a mistake or change your mind while you are working in ClarisWorks, you can undo the latest change, or go back to the last saved version of your document.

To	Do this
Undo your most recent action	Choose Undo from the Edit menu.
Remove all the changes you've made since you last saved the document	Choose Revert from the File menu.

Choose Topics A–Z from the ? menu.

Margins
Preview pages for printing
Text formatting characters

Working in page view

You can preview a document on the screen in page view to see how the document will look when it's printed. In page view, you see the margins, headers, footers, and page numbers, if there are any.

Word processing documents always appear in page view. To preview a word processing document without margins and page guides, choose Document from the Format menu and deselect Show margins and Show page guides.

Normal view showing margins and page guides

View without margins and page guides

To preview a draw, paint, database, or spreadsheet document, choose Page View from the View menu.
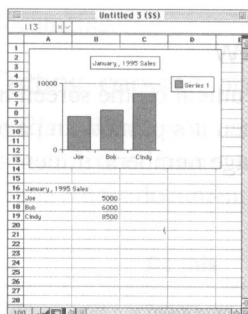
Normal view
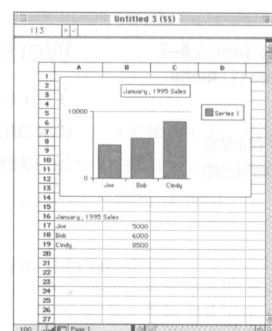
Page view

Using rulers

The text ruler and graphics ruler help you measure and align text, objects, and frames. To view the rulers, choose Show Rulers from the View menu. To change the ruler settings, choose Rulers from the Format menu and select the settings you want in the Rulers dialog box.

Change between text—
and graphics rulers

Specify the number
of divisions per unit—

Select the unit of measure

```
┌─ Rulers ──────────────────────────────────────┐
│                                                │
│  ┌─Show────────┐  ┌─Units─────────────────┐   │
│  │ ○ Text      │  │ ◉ Inches  ○ Millimeters│  │
│  │ ◉ Graphics  │  │ ○ Picas   ○ Centimeters│  │
│  │             │  │ ○ Points              │   │
│  └─────────────┘  └───────────────────────┘   │
│                                                │
│  Divisions  [ 8 ]    ( Cancel )  ( OK )       │
│                                                │
└────────────────────────────────────────────────┘
```

For more information about rulers, see "Changing paragraph formats" on page 3-7 and "Using the graphics ruler and grids" on page 4-6.

Creating headers and footers

You can have a document display the same information at the top or bottom of every page in a header or footer. To create a header or footer, choose Insert Header or Insert Footer from the Format menu.

Type or insert header text here

Type or insert footer text here

In headers and footers you can:

1 type text

1 use the text ruler to set indentation, tabs, and line spacing

1 include other elements such as a page number, date, or graphics

For example, you can create a header to display a chapter title at the top of each page, and create a footer to display the current page number at the bottom of each page.

Headers and footers display the same information on each page

Title page contains no header or footer
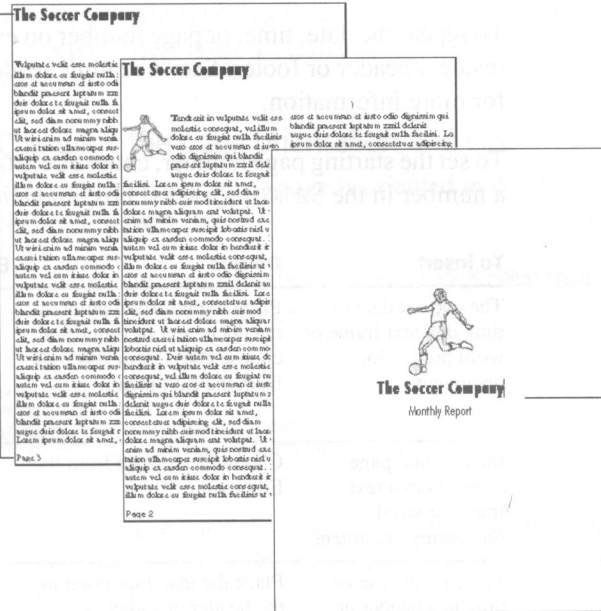
You see the header and footer on the page when you print and on the screen when you're in page view. See "Working in page view" on page 2-19 for more information.

> **Note** Headers and footers, if any, will not appear on the first page of a word processing or database document if you have selected Title page in the Document dialog box. See the next section.

To remove a header or footer, choose Remove Header or Remove Footer from the Format menu.

Creating a title page

If you've added a header or footer to a word processing or database document, you can create a title page so that the header or footer doesn't print on the first page.

To create a title page for a word processing or database document, choose Document from the Format menu. Select Title page and click OK.

Adding a date, time, or page number

You can display the current date, time, or page number on any page of a document. The date and time is updated with the current date and time whenever you redisplay the document page.

To repeat the date, time, or page number on every page of a document, put it inside a header or footer. See "Creating headers and footers" on page 2-22 for more information.

To set the starting page number, choose Document from the Format menu, type a number in the Starting page # text box, and click OK.

To insert	Do this	Example
The current date or time in a text frame or word processing document	Place the insertion point in the document or frame and choose Insert Date or Insert Time from the Edit menu.	**Memo** Date: 8/16/95 Time: 6:18 PM **Dates and times are updated whenever the page is refreshed**
Incremental page numbers in a text frame or word processing document	Choose Insert Page # from the Edit menu.	Page 1 of 3 **Page numbers increase by one on each page**
The current date or time in a header or footer	Place the insertion point in the header or footer and choose Insert Date or Insert Time from the Edit menu.	Revised 7/15/95 **Date inserted in header**

Note Page numbers don't show in a draw, paint, or spreadsheet document unless you insert the number in a text frame, header, or footer.

Setting margins

ClarisWorks presets the margins for each type of document:

Margins are set to	For these document types
1 inch on all sides	Word processing
0.5 inch on all sides	Spreadsheet
The smallest possible margin for the type of printer you've chosen	Draw, paint, database

To change the margins for a document, choose Document from the Format menu to show the Document dialog box. Type the margin widths you want in the Top, Bottom, Left, and Right margin boxes and then click OK.

To show or hide the margins and page guides, select or deselect the Show Margins and Show Page Guides checkboxes. These options are dimmed unless page view is on. To turn on page view, choose Page View from the View menu.

Changing the page orientation and size

You can change how the page is oriented in the document. You can also change the page size.

To change the page orientation, choose Page Setup from the File menu, select an orientation, and click OK.

Orientation

—— Choose a vertical or horizontal orientation

To change the page size, choose Page Setup from the File menu, select a paper option, and then click OK. Your paper size options depend on the type of printer you have.

For more information about Page Setup options, see the documentation that came with your computer and printer.

Setting preferences

You can customize ClarisWorks by setting options in the Preferences dialog box. Preferences options apply to the current document only. To make preferences settings take effect whenever you create a new document, click Make Default in the Preferences dialog box.

> **Tip** You can also set specific preferences options in a document and save the document as stationery you can reuse.

Choose Topics A–Z from the ? menu.

Change document page size

Choose Topics A–Z from the ? menu.

Set preferences

Choose Preferences from the Edit menu to open the Preferences dialog box. Then click the icon (General, Text, Graphics, Palettes, Spreadsheet, or Communication) for the category of options you want to set. Finally, set the desired options and click OK.

Select an icon ——

Scroll to see ——
other options

Set options to
customize the way you
work in ClarisWorks

Click to use the current
settings whenever you
create a document
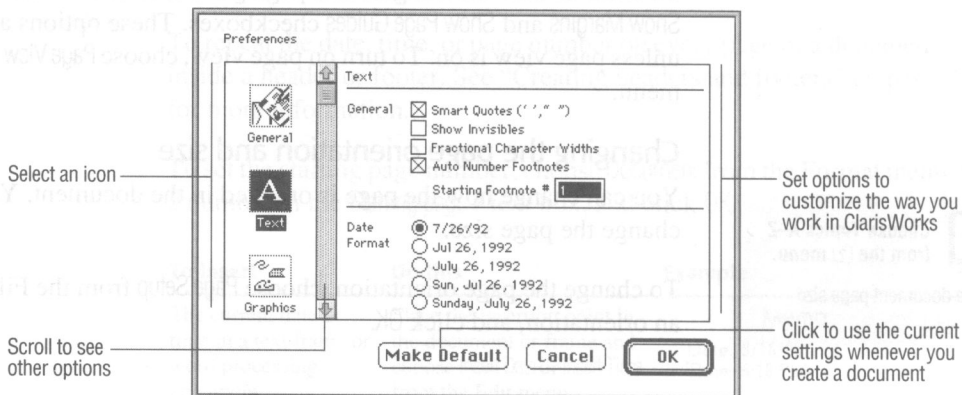
> **Note** If you're using PowerTalk with System 7.1 or later, you will also see preferences options for electronic mail. For more information, see "Working with electronic mail" on page 8-11.

Use	To affect
General	General display of font menu, alerts, warnings, and file source, settings for saving paint documents, and startup settings
Text	Character display (smart quotes, invisible characters, etc.) and date format
Graphics	Object selection, polygon closing, mouse control, and gradients
Spreadsheet	The way the arrow and Enter keys select text and cells in a spreadsheet

Use	To affect
Palettes	Colour and shortcut palettes
Communication	Scrolling communication text, screen capture, connection timing, terminal definition, file transfers and destination controls

House
Plain document icon

House
Customized document icon

Note If you select Create Custom Icon in the General area of the Preferences dialog box, you can create custom icons for paint documents. When you create a custom icon, the document icon that appears on the desktop after you save a paint document looks like the image in the paint document.

Working with shortcuts

Shortcuts automate activities that would otherwise take multiple steps to complete. The shortcuts palette is preset to include buttons for some common ClarisWorks actions.

**Choose Topics A–Z
from the ? menu.**

About palettes
About shortcut buttons
Add or remove shortcut buttons
Hide or show the shortcuts palette
Keyboard commands
Shortcut buttons
Use a shortcut

These shortcuts are preset to be available in a word processing document

To work with the shortcuts palette, choose Shortcuts from the File menu, and select an option from the submenu.

Choose	To
Show Shortcuts	Display the shortcuts palette (ClarisWorks is preset to hide the palette)
Edit Shortcuts	Customize the shortcuts palettes by adding or removing shortcut buttons

To change the display of the shortcuts palette, choose Preferences from the Edit menu and click the Palettes icon. For more information about shortcuts, see "Customizing shortcuts" on page 8-12.

This chapter explains how to work with text to produce attractive professional word processing documents. All text features, including procedures, shortcuts, and troubleshooting, are described thoroughly in onscreen Help.

When to use a word processing document

Create a word processing document when you want to write and format text. For example, you can use a ClarisWorks word processing document to:

- compose letters and memos
- create lists and outlines
- keep a personal journal
- write research papers, lesson or business plans, reports, contracts, and meeting minutes
- write copy for newsletters, announcements, brochures, and advertisements

31 March 1994
45 S. Webster Avenue
Santa Fe, NM 87155

Tyrone Damon
872 Newton Road
Lakewood, CO 54321

Lorum ipsum:

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonn y nibs e vismod tincidunt ut laoreet dolore magna aliquam erat volupap.

Ut wisi enum ad minim veniam, quis nostrud exercitation ullam corper suscipit.

Adipiscing,

Laura Epson
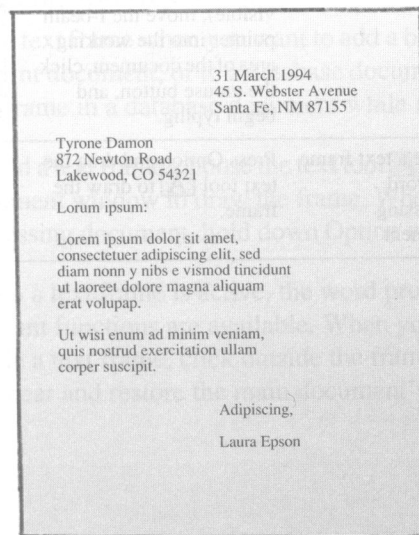
Create a word processing document to contain text

Word processing and text basics
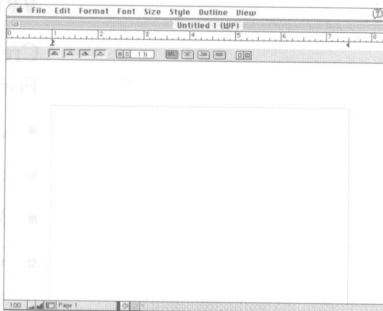
You can work with text in a word processing document or in a text frame. In either case, you use the same techniques, tools, and commands to enter and format the text.

Creating a word processing document or frame

Choose Topics A–Z from the ? menu.

Create frames
Open documents
Add pictures or frames

To	Do this	Example
Create a blank word processing document	Choose New from the File menu, click Word Processing, and then click OK.	A word processing document
Create a text frame within another type of document	Select the text tool [A] (choose Show Tools from the View menu if it isn't visible), move the I-beam pointer into the working area of the document, click the mouse button, and begin typing.	ClarisWorks 1995 — A text frame in a draw document
Create a text frame in a word processing document	Press Option and drag the text tool [A] to draw the frame.	

About the word processing window

When you open a word processing document, you see the word processing menu bar, text ruler, page guides, and the *insertion point*. The insertion point is a short, blinking vertical line that shows where text will appear when you type or insert text.

Word processing menu bar ——

Text ruler ——

Text insertion point ——

Margin ——

Page guide ——
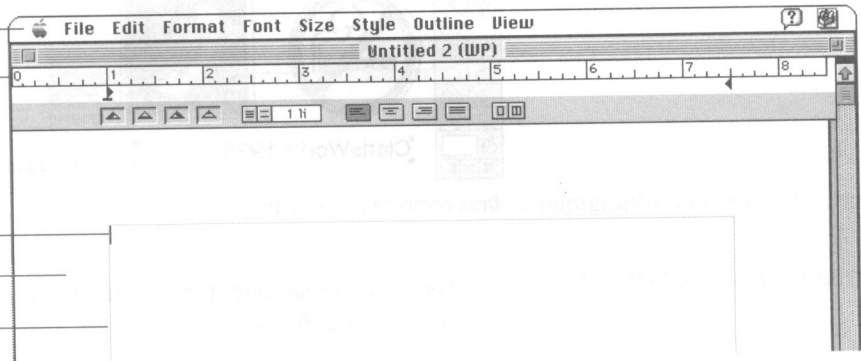
Text in a word processing document looks the same on the screen as it does when it's printed.

Working with text frames

Use a text frame when you want to add a block of text to a spreadsheet, draw, or paint document, or to a database document in Layout. (You can't create a text frame in a database document while using Browse or Find.)

To add a text frame, choose the text tool [A] from the tool panel and drag in the document window to draw the frame. When creating a text frame in a word processing document, hold down Option while dragging out the frame.

When a text frame is active, the word processing menu bar appears and all relevant functions are available. When you finish working with the text inside a text frame, click outside the frame to make the frame's handles reappear and restore the main document's relevant menu bar and functions.

When you draw a text frame in a word processing, draw, spreadsheet, or database document, you can move, resize, or reshape the text frame. First select the arrow pointer on the tool panel �(ꕤ) and then select the text frame. To resize or reshape the text frame, click a corner handle and drag it to a new position.

Drag a handle to
resize the text frame

Draw document with a text frame

> **Note** If you create a text frame and then click outside the frame before you enter text, the frame disappears.

Typing text

To enter text, begin typing. As you type, the insertion point moves to the end of the text. The insertion point indicates where text appears when you type.

To delete the character to the left of the insertion point, press Delete.

Remember, you can usually reverse your most recent action by choosing Undo from the Edit menu.

Choose Topics A–Z from the �ꔷ menu.

Delete text or objects
Text keyboard commands
Text shortcut buttons
Undo or redo an action

To	Do this
Type a paragraph	Place the insertion point where you want to type by clicking a location on the page. Type the text. Don't press Return when you reach the end of a line—ClarisWorks wraps the words to the next line.
End one paragraph and start another	Press Return once to end the paragraph. Press Return again to insert a blank line.
Move the insertion point	Move the I-beam pointer to where you want to insert text and click.
Use a line break (or soft return) to end one line and start another without creating a new paragraph	Hold down Shift and press Return.
Insert a non-breaking space to keep two words on the same line	Hold down the Option key and press the Space bar.

Selecting text

Before you can change text, you must select it.

To select text, move the insertion point to the beginning of the text you want to select, and drag to the end of the text.

Lorem ipsum dolor
molestie consequat, el
illum dolore eu feugiat
nulla facillisis at ver eros ————— Selected text
et accu. Qui blandit
praesent luptatum sril
delenit augue duis.

You can also select individual words, lines, paragraphs, entire documents, and other portions of text.

- Click twice on a word to select it, again to select that line, and a fourth time to select the entire paragraph.

- To extend a selected range of text, hold down the Shift key and move the insertion point.

- To select everything in a document or frame, choose Select All from the Edit menu.

Selecting a text frame as an object You can select a text frame as an object using the arrow pointer and still make changes to the font, size, style, colour, alignment, and spacing of the text inside. Changes you make while a text frame is selected affect all the text in the frame.

Cutting, copying, and pasting text

Once you've selected text, you can cut or copy it to the Clipboard and paste it elsewhere in the document (or in a different document or frame).

- To copy text, choose Copy from the Edit menu.

- To cut text, choose Cut from the Edit menu.

- To move text, cut it, move the insertion point to the destination, and choose Paste from the Edit menu.

Tip To move text quickly, select the text you want to move, hold down 2 and Option and then click where you want to move the text.

Choose Topics A–Z from the ? menu.

Select text

Choose Topics A–Z from the ? menu.

Cut, copy, and paste text

Changing text appearance

You can change the appearance of text in your document by applying different fonts, type sizes, styles, and colour.

Changing text attributes

To change the appearance of characters, you can apply various text attributes using commands in the word processing menus.

> **Choose Topics A–Z from the ⑦ menu.**
>
> Change text font, size, style, and colour

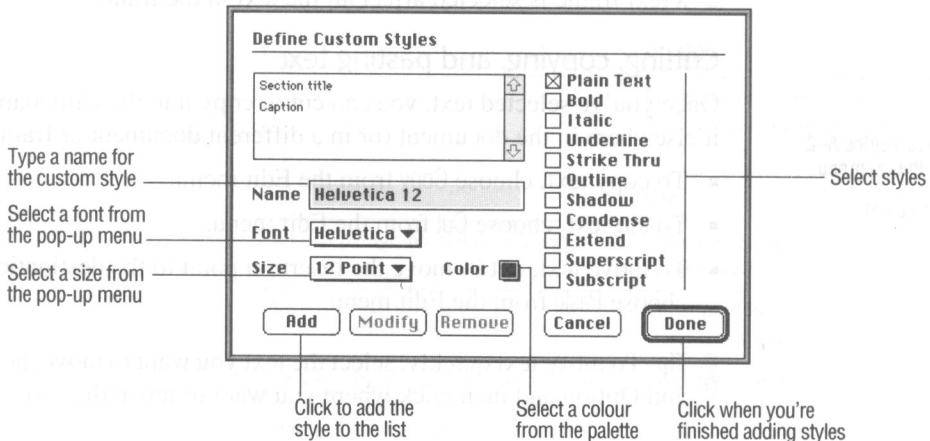| To change	Select the text or frame and choose
The font	A font from the Font menu
The size	A point size from the Size menu
The style (bold, italic, and so on)	A style from the Style menu
The color	Text Color from the Style menu, and then choose a color

Using custom text styles

If you frequently use certain combinations of text styles (font, size, style, or colour) in a document, you can save the combination as a custom style and apply it to text with a single command.

> **Choose Topics A–Z from the ⑦ menu.**
>
> Create a custom text style

To add a custom style, select the text and choose Define Styles from the Style menu. You see the Define Custom Styles dialog box.

Define Custom Styles

Section title
Caption

☒ Plain Text
☐ Bold
☐ Italic
☐ Underline
☐ Strike Thru
☐ Outline
☐ Shadow
☐ Condense
☐ Extend
☐ Superscript
☐ Subscript

Name Helvetica 12
Font Helvetica ▼
Size 12 Point ▼   Color ■

(Add) (Modify) (Remove)   (Cancel) (Done)

Type a name for the custom style

Select a font from the pop-up menu

Select a size from the pop-up menu

Select styles

Click to add the style to the list

Select a colour from the palette

Click when you're finished adding styles

The custom styles you define appear in the Style menu and are assigned incrementally numbered keyboard commands (2 -1, 2 -2, and so on) to make them easy to apply.
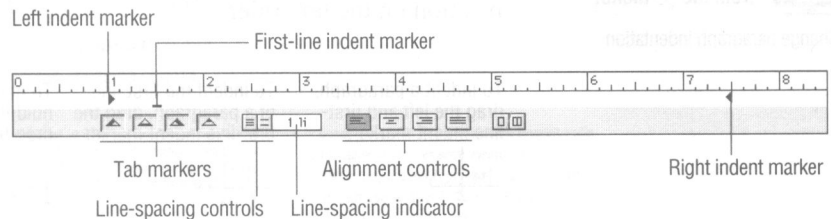
To apply a custom style, select the text you want to change, and then choose the custom style from the Style menu or press the appropriate keyboard command.

Changing paragraph formats

Each paragraph has a particular format (indentation, tab settings, and line spacing). The text ruler indicates the format of the current paragraph (the paragraph that contains the insertion point). Using the text ruler or the Paragraph dialog box, you can change the format of paragraphs before or after you type them.

Left indent marker

First-line indent marker

Tab markers   Alignment controls   Right indent marker

Line-spacing controls   Line-spacing indicator

To show the ruler, choose Show Rulers from the View menu.

To open the Paragraphs dialog box, choose Paragraph from the Format menu.

Setting and changing tabs

Use tabs when you create tables or need to control how text *aligns* (lines up) in a document. The text ruler has preset left tabs every one-half inch. (Preset tabs do not appear on the ruler.) You can move the tabs to different locations, remove tabs, add tabs, and use different tab alignments. When you set tabs, any preset tabs to the right of the tabs you set remain effective.

To set tabs, select all the paragraphs you want to change. Drag the type of tab marker you want into a position on the text ruler.

To remove a tab, drag the tab marker off the ruler.

Left tab marker   Centre tab marker   Right tab marker   Align-on tab marker   Right tab marker with fill character
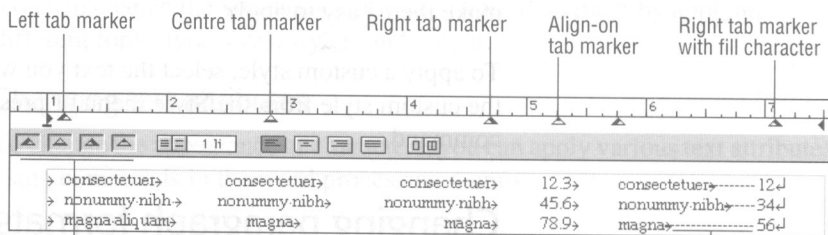
Drag one of these tab markers to the ruler position you want

Fill characters fill space between the tab position and the nearest character
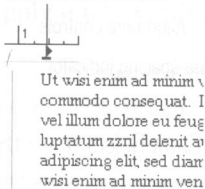
Indenting paragraphs

To change the indentation for a paragraph, position the insertion point in the paragraph and drag the first-line, left, or right indent markers to a new position on the text ruler.
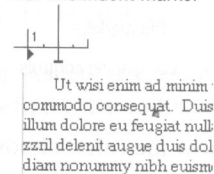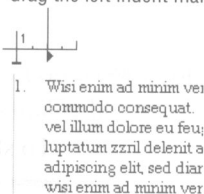
To indent a paragraph, drag the left and first-line indent markers

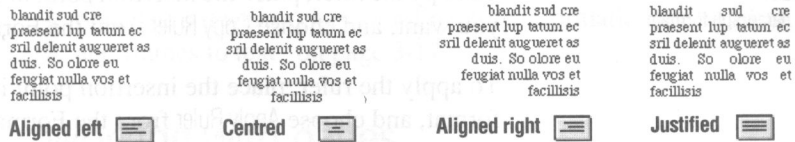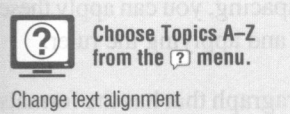To indent the first line of a paragraph, drag the first-line indent marker

To make a hanging indent, hold the Option key while you drag the left indent marker

Ut wisi enim ad minim v
commodo consequat. I
vel illum dolore eu feug
luptatum zzril delenit au
adipiscing elit, sed diar
wisi enim ad minim ven

Ut wisi enim ad minim
commodo consequat. Duis
illum dolore eu feugiat null
zzril delenit augue duis dol
diam nonummy nibh euism

1. Wisi enim ad minim vei
    commodo consequat.
    vel illum dolore eu feu;
    luptatum zzril delenit a
    adipiscing elit, sed diar
    wisi enim ad minim ver

Indenting and setting margins: what's the difference? Indentation is the amount of space from the margins to the edges of a paragraph, and margins are the amount of space between the edge of the page and the working area of your entire document. You indent paragraphs to change the starting position of the left and right edges of individual paragraphs. You set the left and right margins to change the left and right edges of all paragraphs in your document. See "Setting margins" on page 2-24 for more information about setting margins.
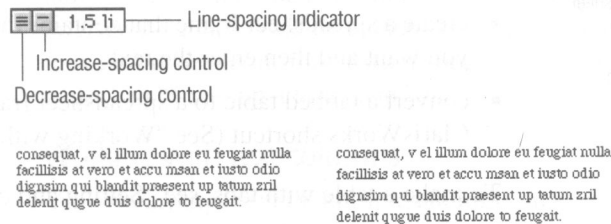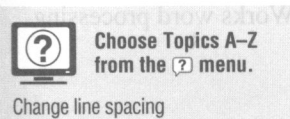
Aligning paragraph text

To align a paragraph, place the insertion point in the paragraph and click one of the alignment controls on the ruler.

blandit sud cre
praesent lup tatum ec
sril delenit augueret as
duis. So olore eu
feugiat nulla vos et
facillisis

Aligned left

blandit sud cre
praesent lup tatum ec
sril delenit augueret as
duis. So olore eu
feugiat nulla vos et
facillisis

Centred

blandit sud cre
praesent lup tatum ec
sril delenit augueret as
duis. So olore eu
feugiat nulla vos et
facillisis

Aligned right

blandit sud   cre
praesent lup tatum ec
sril delenit augueret as
duis. So olore eu
feugiat nulla vos et
facillisis

Justified

Changing line and paragraph spacing

To set line spacing, click the decrease-spacing or increase-spacing control on the ruler.

1.5 li —— Line-spacing indicator

Increase-spacing control
Decrease-spacing control

consequat, v el illum dolore eu feugiat nulla
facillisis at vero et accu msan et iusto odio
dignsim qui blandit praesent up tatum zril
delenit qugue duis dolore to feugait.

Single-spaced text

consequat, v el illum dolore eu feugiat nulla
facillisis at vero et accu msan et iusto odio
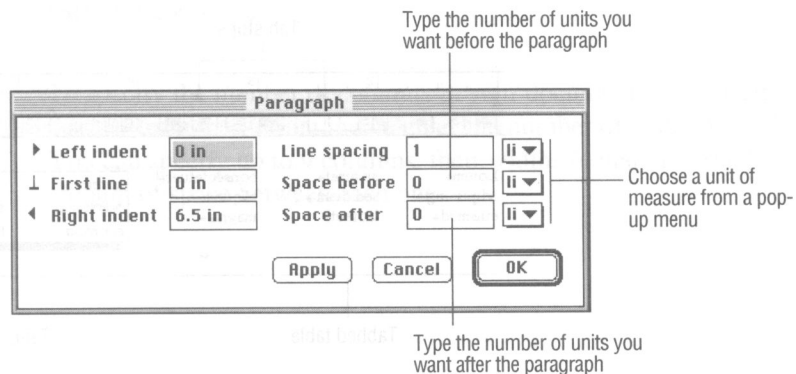dignsim qui blandit praesent up tatum zril
delenit qugue duis dolore to feugait.

Spacing increased to 1.5 lines

Tip Double-click the line-spacing indicator to display the Paragraph dialog box and change the unit of measure.

To set the spacing between paragraphs, choose Paragraph from the Format menu.

Type the number of units you
want before the paragraph

Paragraph		
▶ **Left indent**	0 in	**Line spacing**	1	li ▼
⊥ **First line**	0 in	**Space before**	0	li ▼
◀ **Right indent**	6.5 in	**Space after**	0	li ▼

Choose a unit of
measure from a pop-
up menu

Apply   Cancel   OK

Type the number of units you
want after the paragraph

Copying text ruler settings

After setting tabs, indents, and line and paragraph spacing, you can apply these settings to new or existing paragraphs by copying and applying the ruler.

To copy the ruler, place the insertion point in a paragraph that has the formats you want, and choose Copy Ruler from the Format menu.

To apply the ruler, place the insertion point in the paragraph you want to format, and choose Apply Ruler from the Format menu.
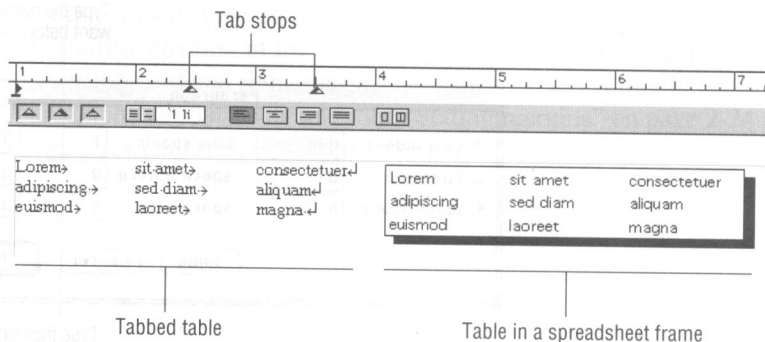
Creating tables

There are several ways to create a table in ClarisWorks word processing documents. You can:

- use the text ruler to set a tab for each column

- create a spreadsheet frame that contains the number of columns and rows you want and then enter the text

- convert a tabbed table to a spreadsheet frame by using a preset ClarisWorks shortcut (See "Working with shortcuts" on page 2-27)

To make a table with tabs, see "Setting and changing tabs" on page 3-7.

To make a table with a spreadsheet frame, select the spreadsheet tool 🔲 from the tool panel and drag the spreadsheet pointer diagonally and to the right. You can change the number of rows and columns that appear by clicking the border of the spreadsheet frame and dragging one of the handles. In most cases you will want to turn off the column and row headings. For instructions on changing how spreadsheets are displayed, see "Changing the display" on page 6-11.

Tab stops

1	2	3	4	5	6	7

Lorem	sit amet	consectetuer
adipiscing	sed diam	aliquam
euismod	laoreet	magna

Lorem	sit amet	consectetuer
adipiscing	sed diam	aliquam
euismod	laoreet	magna

Tabbed table

Table in a spreadsheet frame

To add text to a cell in a spreadsheet, click the cell, type the text, and press Return or Tab to move to another cell.

Tip If you want the spreadsheet frame to move along with the text when you make changes in the document, anchor the spreadsheet frame in a line of text as if it were a character. For more information see "Adding pictures and frames to text" on page 3-17.

Working with pages

You can change the design of all or some of the pages in a document by formatting text in columns, putting text in tables, and adjusting page and column breaks.

You can also add headers and footers to pages and show the current page number, date, and time in the document. See "Creating headers and footers" on page 2-22 and "Adding a date, time, or page number" on page 2-24. To prevent the header or footer from appearing on the first page, create a title page. See "Creating a title page" on page 2-23 for instructions.

Working with text columns

You can arrange text in multiple columns on every page of a document. As you type, text flows from the end of one column to the beginning of the next. When you make changes to the width or number of columns, the text adjusts accordingly.

Lorem ipsum dolor molestie consequat, el illum dolore eu feugiat nulla vos et facillisis at ver eros et accu. Qui blandit praesent luptatum aril delenit augue feugiat nulla facillisis at ver eros et accu. Qui blandit praesent ut let luptatum sril delenit augue duis. Ut wisi enum ad mimin benisum. Se diam

Text formatted in columns

To specify the number of columns in your document or text frame, choose Columns from the Format menu, enter the number of columns, and click OK. You can specify up to 9 columns, their widths (equal or variable), and the amount of space between each one.

Choose Topics A–Z from the ? menu.

Page or column breaks
Use multiple columns

To add or subtract columns of equal width, click the increase-columns or decrease-columns control in the text ruler.

Click to subtract columns ———————— Click to add columns
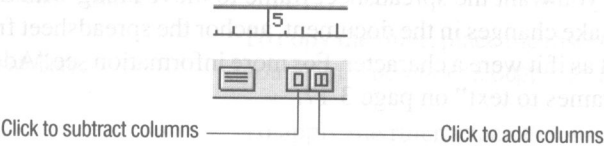
| **Important** If your document already contains columns of variable width, clicking the increase-columns or decrease-columns control changes them to equal width.

You can change a column's width and the space between two columns at once by using the mouse to drag the *column guide* (border).

To	Do this	Example
Change a column's width	Press the Option key and move the pointer *precisely over* a column guide until the pointer looks like this: ↔. Then press the mouse button and drag right or left.	Lorem ipsum dolor molestie consequat, el illum dolore eu feugiat nulla vos e facillisis at ver eros / feugiat nulla facillisis at ver eros et accu. Qui blandit praesent ut let luptatum sril delenit augue duis. Ut wisi **Before** Lorem ipsum dolor molestie consequat, el illum dolore eu feugiat nulla vos / eros et accu. Qui blandit praesent luptatum sril delenit augue duis. Ut wisi enum ad mimin **After column is moved left**
Change the width of two adjacent columns and keep the space between them the same	Press the Option key and move the pointer *between* the column guides until the pointer looks like this: ↔. Then press the mouse button and drag right or left.	Lorem ipsum dolor molestie consequat, el illum dolore eu feugiat nulla vos / blandit praesent luptatum sril delenit augue duis. Ut wisi enum ad mimin benisum. Se diam **Before** Lorem ipsum dolor molestie consequat, el illum dolore eu feugiat / benisum. Se diam nonummy et crud liet parle. Lorem ipsum dolor molestie consequat, el illum dolore eu feugiat nulla facillisis at **After column is moved left**

| **Using text frames to create columns** In complex columnar documents such as newsletters or brochures, try using text frames in a draw document instead of columns in a word processing document. You'll have more flexibility to resize text frames and place them where you want.

Inserting a page or column break

Each page is preset to break (end) at the bottom of the page. Text continues at the top of the next page or column. You can end the page or column before it fills up by inserting a break at the insertion point.

To set a page or column break, position the insertion point where you want the break, and choose Insert Break from the Format menu.

To remove a break, click at the beginning of the line that follows the break and press Delete.

Choose Topics A–Z from the ⑦ menu.

Page or column breaks

Adding footnotes

Choose Topics A–Z from the ⑦ menu.

Insert footnotes

To add a footnote to a document, place the insertion point where you want the footnote reference and choose Insert Footnote from the Format menu. ClarisWorks assigns it an incremental number and creates space at the bottom of the page for the footnote text. As you type the footnote text, the document text adjusts to accommodate the length of the footnote.

USIMOD

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nib e usimod tincidunt ut laoreet dolore magna allegatum erat volupat.[1] Ut wisi enum ad minim veniam, quis nostrud exercitation ullamcorper suscipit loboris nisl ut aliqup ex ea commodo consequat.[1]

Ut wisi enum ad minim venium, quis nostrud exercitation ullam corper suscipit lobortis nis.[1] Nibh e usimod tincidunt ut laoreet dolore magna aliquam erat volupat. [2]

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nib e usimod tincidunt ut laoreet dolore amagna allegatum erat volupat. Ut wisi enum ad minim veniam, quis nostrud exercitation ullamcorper suscipit loboris nisl ut aliqup ex ea commodo consequat. [3]

Ut wisi enum ad minim veniam, quis nostrud exercitation ullam corper suscipit lobortis nis. Nibh e usimod tincidunt ut laoreet dolore magna aliquam erat volupat.

[1] "Enum Ad," Ut wisi, 1972
[2] "Tincidunt," Sed diam, 1985
[3] Ibid

Insert footnote reference here

Type footnote text here

When you move and delete footnotes, the remaining footnotes are renumbered and the page is adjusted accordingly.

Tip You can change the starting footnote number settings in the Text options of the Preferences dialog box.
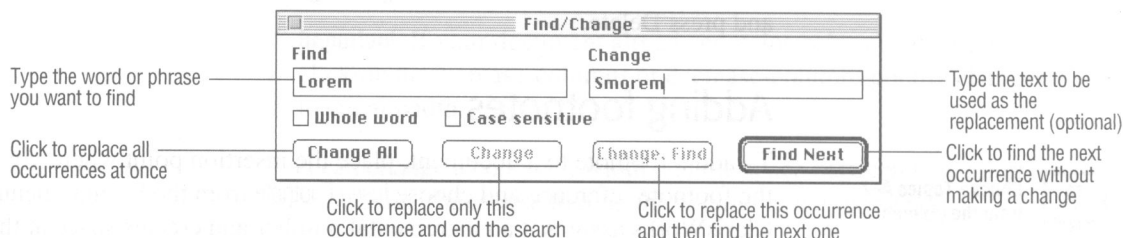
Finding and changing text

You can use the ClarisWorks Find/Change command to save time finding a particular word or phrase in your document or to find and replace some or all occurrences of specific text.

To find and replace text, choose Find/Change from the Edit menu and then choose Find/Change.

Type the word or phrase you want to find

Click to replace all occurrences at once

Click to replace only this occurrence and end the search

Type the text to be used as the replacement (optional)

Click to find the next occurrence without making a change

Click to replace this occurrence and then find the next one

If you leave the Change text box empty, clicking any of the change buttons will delete the text that is found.

Once you close the Find/Change dialog box, you can find the text for which you last searched by choosing Find/Change from the Edit menu and then Find Again.

Finding special characters

You can search for special formatting characters, such as return characters, tab characters, and symbols for column breaks, the same way you search for regular text. You can also search for special text such as dates, times, and page numbers.

To find these characters, you enter special codes in the Find box in the Find/Change dialog box. All of these codes are listed in the onscreen Help and on the outside back cover of this user's guide. You can also copy and then paste special characters from your document into the Find box in the Find/Change dialog box.

Tip To show or hide formatting characters, press 2 -; (semicolon). See "Setting preferences" on page 2-25 for more information.

You can delete a selected formatting character or replace it with another formatting character by using the Find/Change dialog box the same way you do with text.

Using writing tools

ClarisWorks provides spell checking, thesaurus, and hyphenation services to help you polish your writing. These are available in all ClarisWorks documents except communications.

Checking your spelling

You can check either all the text in the document, or text that you select.

- To check all the text in the document, choose Writing Tools from the Edit menu and then choose Check Document Spelling.
- To check a selection, select the text or text frame you want to check and choose Writing Tools from the Edit menu and then choose Check Selection Spelling.

Once you choose either command, the Spelling dialog box appears and ClarisWorks begins checking for questionable words.

The spelling checker verifies the words you are checking in the main dictionary, which was installed along with ClarisWorks, and any installed user dictionaries. If it does not find a word, it suggests alternatives. If the spelling of the word in question is correct (such as if it is a proper name), you can add the word to a user dictionary by clicking Learn.

Choose Topics A–Z from the ? menu.

Check spelling

Click to replace with the word selected in the list (changes to Done when check is complete)

Join us for our 10th annual book fair next Friday and Saturday. Several prominent local authors will be there to sign your neaw books. We'll have entertainment, too! The Jones Troupe — who have appeared in numerous television shows — will prove that you can juggle w

Spelling

Word: neaw

⌘1	new
⌘2	neat
⌘3	near
⌘4	Neal
⌘5	Noah
⌘6	now

Replace
Check
Skip
Learn
Cancel

Status : Questionable Spelling   23 Words Checked
2 Questionable Words

... there to sign your neaw books. We'll have entert...

Type a keyboard shortcut to replace a

Click to add the questionable word to the user dictionary

Shows the questionable word in context

Shows the word count

Click to hide or show the word in context
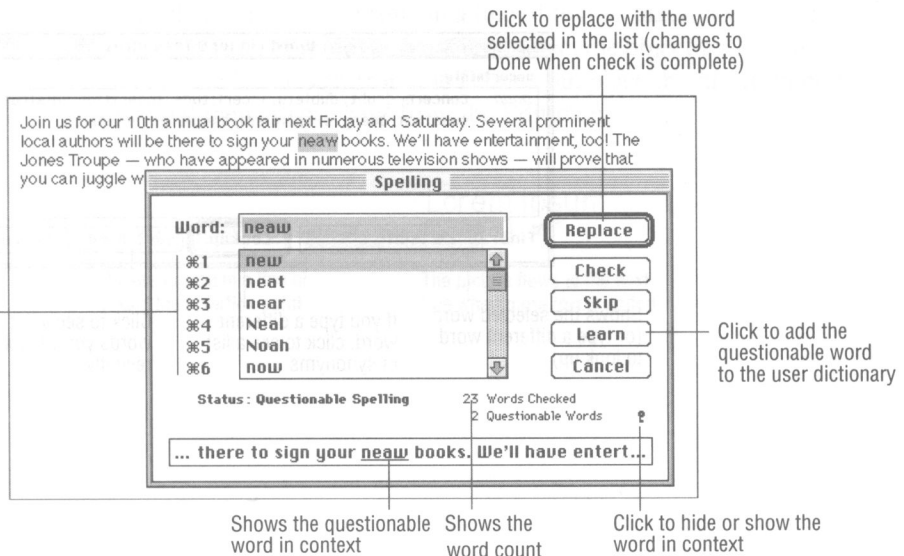
Tip If you need to check the spelling in a communications document, you can copy and paste the text into a word processing document and check spelling there. You could also save your communications document as text, then reopen that text file as a word processing document.

Hyphenating words

Choose Topics A–Z from the ? menu.

Hyphenate words

You can use automatic hyphenation to prevent entire words from moving to the next line. You can also change where words hyphenate.

To turn automatic hyphenation on or off, choose Writing Tools from the Edit menu and then choose Auto-Hyphenate.

To specify how a single word should be hyphenated, place the insertion point where you would like the word to break and press 2 -Hyphen).

Finding synonyms

Choose Topics A–Z from the ? menu.

Find synonyms

When you're searching for the best word, you can look up synonyms—words of similar meaning—in the onscreen thesaurus that is provided with ClarisWorks. The ClarisWorks *thesaurus* is a collection of more than 220,000 words organized by synonyms.

To find a synonym, select a word and choose Writing Tools from the Edit menu and then choose Thesaurus. The Thesaurus dialog box appears.

Word Finder® Thesaurus

uncertainty:

noun **concern**, doubt, dubiety, incertitude, indecision, mistrust, question, query, skepticism, suspicion, wonder.

Select the synon you want

Find: **uncertainty**   Lookup   Last Word   Cancel   Replace
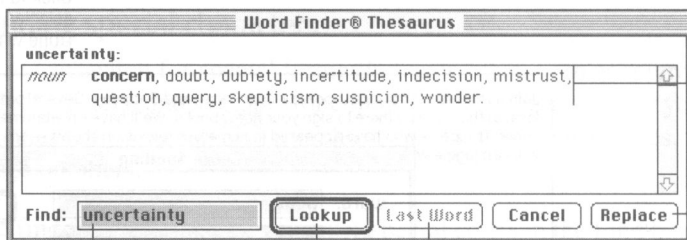
Click to replace the selected wor

Shows the selected word (or type a different word to look up)

If you type a different word, click to see a list of synonyms

Click to see a list of all words you've looked up recently

Changing dictionaries

To install and select additional dictionary, hyphenation, and thesaurus files, and to edit words in the user and hyphenation dictionaries, choose Writing Tools from the Edit menu, and then choose Select Dictionaries.

You can also create and select different user dictionaries for specialized terms or proper nouns that don't appear in the main dictionary.

For more instructions on changing dictionaries, refer to onscreen Help.

Counting words

You can count words, paragraphs, and other text elements in any type of document except communications. Choose Writing Tools from the Edit menu, and then choose Word Count. A dialog box appears that displays the number of characters, words, lines, paragraphs, and pages in the current document.

Adding pictures and frames to text

You can anchor pictures and frames, such as clip art, spreadsheets, drawings, and paintings, in a ClarisWorks word processing document so that they move along, or "flow," with your text. You can also place them as independent objects that are not affected by document text.

To anchor a picture or frame in a line of text so that it moves along with the text as you add or remove characters, select the object with the arrow pointer and choose Cut or Copy from the Edit menu, place the insertion point in the text, and then choose Paste from the Edit menu.

Choose Topics A–Z from the ? menu.

Select a dictionary
Create a user dictionary
Edit a user dictionary
Edit the hyphenation dictionary

Choose Topics A–Z from the ? menu.

Count words

Choose Topics A–Z from the ? menu.

Add pictures or frames as objects
Anchor pictures or frames in a paragraph
Layer pictures or frames and text

Lorem

Picture pasted in a line of text at the insertion point

Lorem Ipsum

The picture flows to the next line when more text is added

To place the picture or frame in the document as an object you can freely move, first choose Show Tools from the View menu (if the tool panel isn't already visible). Next, you can either

- select and copy the picture or frame, click the arrow pointer in the tool panel ⬚, and then choose Paste from the Edit menu, or

- draw a picture or frame with the drawing or frame tools

tncidunt ut laoreet dolore magna
suscript nec ponam. In henderet
magna aliquo erci tation ullamc
henderet in vol rate.

With the picture placed as a separate object, you can move it anywhere in the document

Objects placed in this manner do not move when you change text in the document.

Wrapping text around pictures

You can wrap text so that it flows around a picture—either in a rectangular shape or around the contours of the object.

To wrap text around a picture, place the picture in your document as an object (see the previous section), position the picture over the text you want to wrap, and then, with the picture selected, choose Text Wrap from the Options menu. To wrap text around the contours of the object, choose the Irregular option. You can also wrap text around any type of frame or draw object.

Choose Topics A–Z from the ? menu.

Wrap text around pictures or frames
Wrap text in a frame around an object

ut laoreet dolore
:ript nec
ut laoreet
:donam.
nod
n
m. In
: dolore
: donam.
nod
n ullamcorper
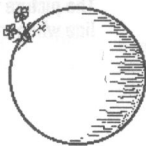
magna aliquo excr
ponam. In he
dolore magr
Ut suscript
tncidunt ut
ullamcorpe
henderet ii
magna alic
Ut suscript r
tncidunt ut la
sic et donam. Ut s

**Picture placed as an object
with text wrapped around it**

Working with outlines

An outline summarizes the major ideas of a written work in *topics* (major headings) and *subtopics* (subordinate ideas). You can create an outline in a word processing document by using the *outline view*. In outline view, each paragraph is treated as a topic. You can then indent the subtopics to different levels to show their relative importance in the outline.

ClarisWorks provides a variety of outline formats for you to use, or you can create your own custom format. Each topic in a format has a label that shows information about the topic's position. You can change the preset topic label or have no label at all.

To make a custom outline format, choose Outline Format from the Outline menu, and then choose Edit Custom. Specify the attributes for your format in the Edit Outline Format dialog box.

To view document paragraphs as an outline or an outline as paragraphs, choose Outline View from the Outline menu.

Changing outline appearance

To	Do this	Example (before and after)	

Choose a new outline format for the entire outline	Choose Outline Format from the Outline menu, and then select the format you want.	I. Planning
		II. Funding
		  A. Loans
		  B. Grants
		III. Building
		Harvard format
			• Planning
			• Funding
			  • Loans
			  • Grants
			• Building
			Bulleted list format

Change only the topic labels for selected topics	Select the topics you want to change. Choose Topic Label from the Outline menu, and then select the label style you want.	I. Planning
		II. Funding
		  A. Loans
		  B. Grants
		III. Building
		Harvard labels
			I. Planning
			II. Funding
			  ☐ Loans
			  ☐ Grants
			III. Building
			Checkbox labels

Rearranging outline topics

To	Do this	Example (before and after)
Move a topic left or right between outline levels	Select the topic, then choose Move Left or Move Right from the Outline menu.	I. Planning / II. Funding / A. Loans / B. Grants / III. Building I. Planning / II. Funding / III. Loans / IV. Grants / V. Building **Move Left**
Move topics and their subtopics up or down in the outline	Select the topic, then choose Move Above or Move Below from the Outline menu. You can also drag topic labels up and down to reorder topics.	I. Planning / II. Funding / A. Loans / B. Grants / III. Building I. Funding / A. Loans / B. Grants / II. Planning / III. Building **Move Above** **Subtopics move with topic**

Collapsing and expanding outline topics

To	Do this	Example (before and after)
Collapse a topic or outline so that subtopics are hidden	Select the topic or outline, then choose Collapse from the Outline menu.	I. Funding / A. Loans / B. Grants / II. Planning / III. Building I. Funding / II. Planning / III. Building
Expand a topic or outline so that subtopics are visible	Select the topic or outline, then choose Expand from the Outline menu.	I. Funding / II. Planning / III. Building I. Funding / A. Loans / B. Grants / II. Planning / III. Building

Tip The colour of the Diamond topic label tells you about subtopics. A gray diamond means that there are hidden subtopics under the current topic. A black diamond means that there are visible subtopics under the current topic.

Chapter 4: Working with drawings

This chapter describes what you can do with the ClarisWorks drawing tools. All draw features, including procedures, shortcuts, and troubleshooting, are described in onscreen Help.

When to use a draw document

Consider using a draw document for page layout and for drawing simple shapes, such as rectangles, circles, lines, and polygons. For example, you can:

- draw a map to your home or office

- create layouts for newsletters, brochures, and announcements

- design a logo or letterhead

- create professional-looking forms, such as invoices and project planning sheets

- design a border or background and create a master page to place the border or background on every page of a presentation

- make flow charts, or seating and organizational charts

- illustrate floor plans and furniture arrangements
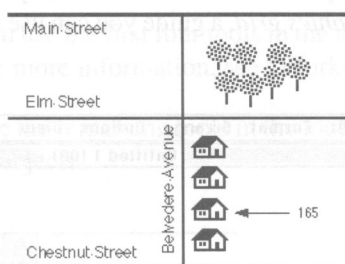
Combine lines, text frames, and ready-made pictures to create a simple map

Drawing basics

You can draw in any ClarisWorks document except a communications document.

Creating a drawing

To	Do this	Example
Create a blank draw document	Choose New from the File menu, select Drawing and click OK.	
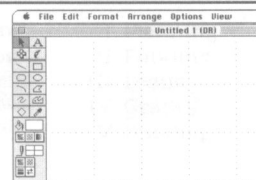
A draw document

| Draw objects in any type of document (except communications) | Select a drawing tool from the tool panel and drag the pointer in the document. (Choose Show Tools from the View menu if the panel isn't visible.) | |

1992	589
1993	900
1994	1045

Circle drawn in a spreadsheet document

Note You can create pictures either by drawing or by painting. For information about painting, and how it differs from drawing, see chapter 5, "Working with paintings."

About the draw window

When you open a new draw document, you see the draw menus, tool panel, and the *graphics grid*, a guide you can use to size, position, and align objects.

Draw menus

Tool panel
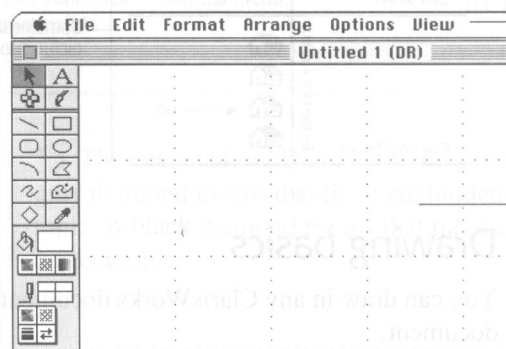
Working area with graphics grid

What are objects?

A drawing is made of *objects*—separate elements such as rectangles, lines, and text, as well as paint and spreadsheet frames. Think of a drawing as a collage in which you create and arrange objects of various shapes, sizes, and colours. When you overlap objects, the hidden parts still exist.

Every object has a border (which you can hide) and a fill (the area within the border). Frames are a special type of object. Most of what you can do with an object, you can do with a frame as well.

Text frame (hidden border and transparent fill)

Border

Fill
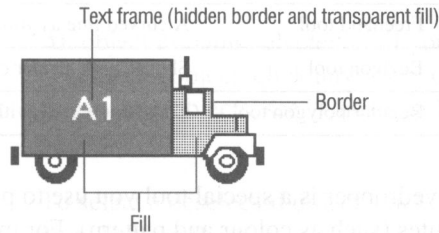
Using the drawing tools

You use the tools in the tool panel to create, select, move, resize, and reshape objects. (If you don't see the tool panel, start by choosing Show Tools from the View menu.)

You use the first four tools in the tool panel to work with frames and objects. For more information, see "Working with frames" on page 2-18.

Use the remaining tools in the tool panel to create and change different types of objects.
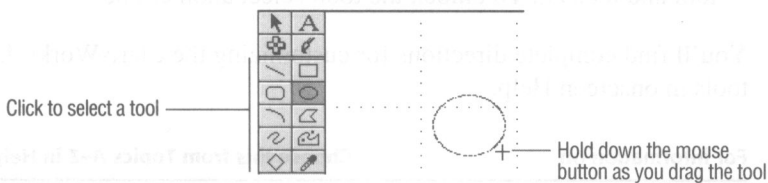
Click to select a tool

Hold down the mouse button as you drag the tool

Use this tool		To draw
◺	Line tool	A straight line
▭	Rectangle tool	Rectangles. To draw squares, hold down Shift as you drag the tool.
▢	Rounded rectangle tool	Rectangles with rounded corners. To draw squares, hold down Shift as you drag the tool.
◯	Oval tool	Ovals. To draw circles, hold down Shift as you drag the tool.
◥	Arc tool	An arc
◳	Polygon tool	Shapes composed of angles and straight lines
◿	Freehand tool	A curved line as you would with a pencil or pen
◲	Bezigon tool	Shapes with Bezier curves and angles
◇	Regular polygon tool	Closed polygons with sides of equal length

Eyedropper

The eyedropper is a special tool you use to pick up and apply an object's attributes (such as colour and pattern). For more information, see "Picking up an object's attributes" on page 4-9.

As you use the drawing tools, keep the following tips in mind:

- Hold down Shift as you draw to limit movement of the line, arc, polygon, bezigon, and regular polygon tools to 45°, 90°, and 180°. Holding down Shift also limits the movement of the arrow pointer ▨ as you move selected objects.

- To set the number of sides on a regular polygon, select the regular polygon tool, and then choose Polygon Sides from the Options menu. Type the number of sides (from 3 to 40) and click OK.

- To use the same tool repeatedly, double-click the tool. This highlights the tool and locks it. To unlock the tool, select another one.

You'll find complete directions for customizing the ClarisWorks drawing tools in onscreen Help.

Choose Topics A–Z from the ⑦ menu.

For information on	Choose this from Topics A–Z in Help
Closing polygons automatically	Polygons
Creating a custom line width	Lines
Changing the constraint angle for rectangles, rounded rectangles, polygons, and bezigons	Set graphics preferences
Automatically smoothing curved lines in freehand objects	
Speeding up the gradient display	

Selecting and deselecting objects

An object (or frame) must be selected before you can move or change it. As soon as you release the mouse button after drawing an object, ClarisWorks selects the new object and adds handles.

To select a transparent object, click the object's line or border

Handles show that an object is selected
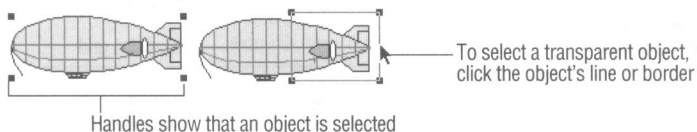
An object remains selected until you deselect it or select another object. To deselect an object, click anywhere outside the object. (For information on transparent objects, see "Changing lines, borders, colors, and patterns" on page 4-8.)

To select a deselected object, click the selection tool [▶] and then click anywhere on the object.

> **Tip** To select more than one object at a time, hold down the Shift key and click each object.

For information on	Choose this from Topics A–Z in Help
Other ways to select multiple objects	Select objects and frames
Deselecting one object while several are selected	
Selecting all objects of a certain type	
Selecting objects within a frame	
Changing the number of handles displayed on a selected object	Set graphics preferences

Using the graphics ruler and grids

The graphics grid, graphics ruler, and autogrid (an invisible guide that pulls objects into place) help you size, position, and align objects in a draw document.

Dotted lines move with the pointer

Graphics ruler

Graphics grid

Pointer
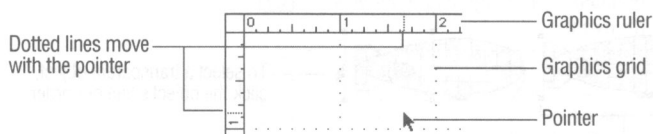
You can change the ruler settings, turn the autogrid off, or hide the graphics grid.

To	Choose
Show or hide the graphics grid	Show Graphics Grid or Hide Graphics Grid from the Options menu
Show or hide the ruler	Show Rulers or Hide Rulers from the View menu
Set ruler type, divisions, and units	Rulers from the Format menu, choose options from the Rulers dialog box, and click OK
Move objects freely, without being constrained to the autogrid	Turn Autogrid Off from the Options menu
Turn on the autogrid so objects "snap" to the grid	Turn Autogrid On from the Options menu

Moving objects

Move selected objects with the pointer, the keyboard, or by using menu commands.
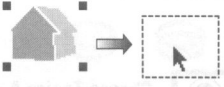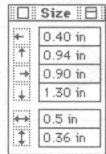
Remember that you can usually reverse your most recent action by choosing Undo from the Edit menu. To revert to the most recently saved version of your document, choose Revert from the File menu.

Note To move objects freely, without being constrained to the autogrid, choose Turn Autogrid Off from the Options menu.

To	Select the object(s) and then	Example
Move any object, including a frame	Hold down the mouse button while dragging the object to the new position. (Don't drag a handle. If you do, you'll resize the object.)	
Move an object in small increments	Press the arrow keys	
Move an object by specifying its location	Choose Object Size from the Options menu, type values in the top four boxes in the Size palette, and then press Return	

Duplicating, copying, and deleting objects

Once you create objects, you can duplicate, copy, or delete them.

Remember that you can usually reverse your most recent action by choosing Undo from the Edit menu. To revert to the most recently saved version of your document, choose Revert from the Edit menu.
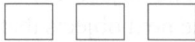
To	Select the object(s) and then
Duplicate an object	Choose Duplicate from the Edit menu
Space duplicates evenly	Move it immediately to a new position. The next duplicate you create appears at the same distance from the last copy.
Copy an object and paste it elsewhere	Choose Copy from the Edit menu. Click where you want the copy to go and choose Paste from the Edit menu.
Delete an object permanently	Press Delete
Delete an object and store it on the Clipboard	Choose Cut from the Edit menu. Anything you store on the Clipboard stays there until you cut (or copy) something else.

Changing the appearance of objects

Use ClarisWorks to change or fine-tune the appearance of objects (or frames). Your changes affect all selected objects.

Changing lines, borders, colours, and patterns

Use the fill palettes to change an object's colour and pattern or gradient. Use the pen palettes to change lines and borders of objects.

Choose Topics A–Z from the ⑦ menu.

Change the appearance of objects
Edit colours, patterns, and gradients

Fill sample

Fill gradient palette
Fill pattern palette
Fill colour palette

Pen sample

Pen pattern palette
Arrowhead palette
Pen width palette
Pen colour palette

To choose from a fill or pen palette, place the pointer on the palette control, press the mouse button, and drag the pointer to your selection.
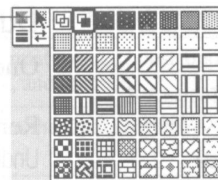
(For information on customizing the palettes, or using custom palettes from other applications, see "Customizing colours, patterns, and gradients" on page 4-16.)

If you choose from the fill and pen palettes when no objects are selected, ClarisWorks applies the fill and pen patterns to the next objects that you create.

To	Select the object and then choose	Example (before and after)
Change the width, colour, or pattern of a line or border	From the pen width, pen colour, and pen pattern palettes	
Hide a line or border	None from the pen width palette	

To	Select the object and then choose	Example (before and after)
Show a hidden line or border	A line width from the pen width palette	1 2 3 123
Make a line, object, or frame transparent	The transparent icon (⊕) from the pen pattern palette (for a line) or the fill pattern palette (for an object or frame)	
Add, change, or remove an arrowhead	An arrowhead style or Plain Line from the pen width palette	
Change the fill colour of an object or frame	A colour from the fill colour palette	B B
Change fill pattern or gradient of an object	A pattern from the fill pattern palette or a gradient from the fill gradient palette. (You can't add patterns or gradients to frames.)	

Picking up an object's attributes

Use the eyedropper 🖉 to pick up (copy) an object's attributes (colour and pattern or gradient, pen width, and arrowhead settings) and make them the current settings, without having to select them from a palette. You can also use the eyedropper to apply the current settings to another object.

To copy an object's attributes, select the eyedropper and then click the object whose attributes you want to copy. The fill and pen samples change to reflect the new settings.

To apply the new settings to another object, select the eyedropper, position it over the object, and hold down 2 as you click.

Resizing objects

To resize a selected object quickly, use the mouse.
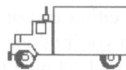
Place the pointer on a handle, press the mouse button, and drag the handle

You'll find complete information on resizing objects (and frames) in onscreen Help.

For information on	Choose this from Topics A–Z in Help
Resizing an object by specifying a percentage (scaling) or by setting new dimensions	Resize objects
Resizing objects proportionally	
Resizing frames	Resize a frame
Setting the angle of constraint (limitation) for the pointer's motion	Set graphics preferences
Adding extra handles to objects to help you change only the width or the height	

Reshaping and smoothing objects

Use ClarisWorks commands and controls to reshape objects and change their curves or angles.

To	Select the object and then choose	Example (before and after)
Modify the corners and ends on rectangles and squares	Round Corners from the Options menu. Select options in the Round Corners dialog box and then click OK.	
Reshape an arc	Modify Arc from the Options menu. Select options in the Modify Arc dialog box and then click OK.	
Reshape polygons, regular polygons, bezigons, and freehand shapes	Reshape from the Edit menu. Use the reshape pointer ✛ to drag the anchor points to new positions. When you're done, choose Reshape from the Edit menu.	
Change the bend of a curve in a bezigon or freehand object	Reshape from the Edit menu. Click an anchor point on the curve you want to change. Drag either end of the control handle. When you're done, choose Reshape from the Edit menu.	

Control handle
Anchor point

| Smooth out or restore sharp angles of a polygon, bezigon, and freehand shape | Smooth or Unsmooth from the Edit menu. | |

See onscreen Help for more information on reshaping objects and curves, including how to add and delete control handles and anchor points.

Connecting objects

When you want to make an intricate design with many curves or angles, connect a series of shapes. You can connect any combination of freehand shapes, polygons, regular polygons, and bezigons.

Start by creating the two objects you want to connect. Then select one of the objects and choose Reshape from the Edit menu. You see anchors on the object and the reshape pointer.

Anchor point ——————

Reshape pointer ——————

Objects to be connected
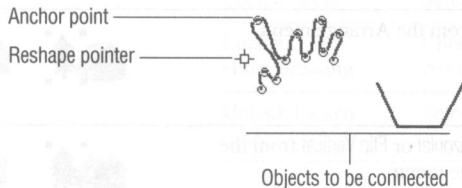
Next, choose Cut or Copy from the Edit menu. Then:

To	Do this	Example (before and after)
Connect the end of one object to the start of another	Select the second object and then choose Paste from the Edit menu.	
Connect the starting points of two objects	Select the starting point of the second object and then choose Paste from the Edit menu.	
Create a pattern of duplicate connected shapes	Choose Paste from the Edit menu one or more times.	

When you're finished, choose Reshape again to deselect the object.

Arranging objects

To align, rotate, flip, group the objects you draw, or change how they overlap, use the menu commands. Start by selecting one or more objects.

To	Select the object(s) and then choose	Example (before and after)
Align objects to the autogrid	Align to Grid from the Arrange menu	
Align objects to each other or distribute space evenly between objects	Align Objects from the Arrange menu. In the Align Objects dialog box, select a Top to Bottom and Left to Right option and then click OK.	
Rotate objects by 90°	Rotate from the Arrange menu	
Flip objects	Flip Horizontal or Flip Vertical from the Arrange menu	
Group objects together into a single object	Group from the Arrange menu	
Separate grouped objects	Ungroup from the Arrange menu. You can ungroup objects more than once if necessary.	
Change how objects overlap	Move Forward, Move To Front, Move Backward, or Move To Back from the Arrange menu	

Important If you see the Ungroup Picture command in the Arrange menu, the selected object is an imported PICT file. If you continue, you may lose some of the picture. To regroup the picture, immediately choose Undo from the Edit menu.

Locking objects to prevent changes

To protect objects from being changed, or frames from being deleted or moved, lock them.

Unlocked objects have black handles

	A	B
1	1992	748
2	1993	6398
3	1994	7234
4	1995	7792

Locked objects have dimmed handles

To	Do this
Lock objects	Select one or more objects and choose Lock from the Arrange menu.
Lock an entire drawing	Choose Select All from the Edit menu and choose Lock from the Arrange menu.
Unlock locked objects	Select the objects and choose Unlock from the Arrange menu.

As you work with locked objects, keep these points in mind:

- You can change the contents of a locked frame.
- If you group an object with a locked object, ClarisWorks locks the entire group.
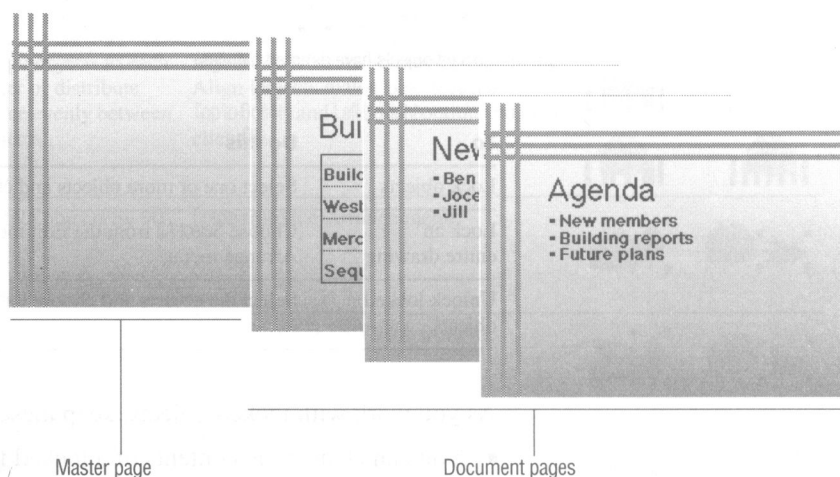
Creating a master page

A master page is text or graphic information that repeats on every page of a draw document. Unlike a header or footer, information on a master page can occupy the entire working area of the page, and stays behind everything else on the pages of a document.

Master page   Document pages

Consider using a master page to

- show a company logo, or the word "draft" or "confidential" in text frames behind the main body of text
- create a border around the contents of each page
- add a common background to slides in a presentation

See "Creating a slide presentation" on page 8-4 for more information about slides.

To create a master page, choose Edit Master Page from the Options menu. (You see Master Page in the page indicator at the bottom of the window.) Add the page elements you want to appear on every page of the document. When you're done, choose Edit Master Page again from the Options menu.

To see master page elements as you work on your document, choose Page View from the View menu.

You can save a document with a master page as stationery, a reusable template. See "Saving document formatting (stationery)" on page 2-7.

> **Note** For documents with a master page, if you select an object on a normal page and choose Move to Back from the Arrange menu, the object may move out of sight behind a master page object.

Adding pages to a draw document

To add more pages to a draw document, choose Document from the Format menu to show the Document dialog box. Type numbers in the Pages down and Pages across text boxes and click OK.

By setting up your draw document to use multiple pages down and across, you can produce a large drawing or newsletter, or draw an object larger than one page. You can drag objects from page to page until you have the arrangement you want.
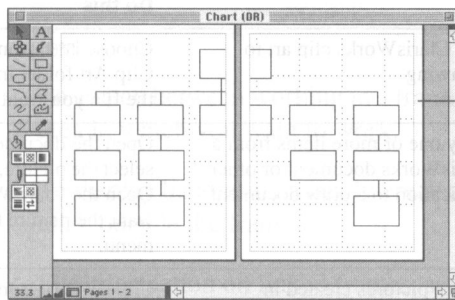
A two-page spread in page view

Click the zoom-out control to see more pages

Choose Topics A–Z from the ? menu.

Enlarge the drawing area
Set up a draw document

Customizing colours, patterns, and gradients

You can add custom colours, patterns, and gradients to the fill and pen palettes, or use colour palettes from other applications. Each palette has its own editor that you can open by double-clicking on a colour, pattern, or gradient in a palette. You'll find complete directions in onscreen Help.

For information on	Choose this from Topics A–Z in Help
Adding new colours to the 256-colour palette	Edit colours
Adding new patterns and gradients to the patterns and gradients palettes	Edit gradients Edit patterns
Loading a different 256-colour palette from the Claris folder or from another Claris application	Set palette preferences

Adding clip art

You can incorporate ClarisWorks clip art and other types of art in a drawing. Anything that you add to a drawing becomes an object.

To	Do this
Add ClarisWorks clip art to a drawing	Choose Insert from the File menu, navigate to the Clip Art folder in the ClarisWorks 3.0 folder. Select the file you want and choose Insert.
Copy one or more items from a ClarisWorks document or other application to a draw document	Open the document containing the picture you want, select the picture, and choose Copy from the Edit menu. Open the ClarisWorks document, click where you want the picture to go, and choose Paste from the Edit menu.
Import pictures created in another application	Choose Insert from the File menu. In the Insert dialog box, select the file type you want from the Show pop-up menu, locate the document you want to import, and click Open. (You cannot import a ClarisWorks document—use Copy and Paste instead.)

Adding text, spreadsheets, or paintings

Use text, spreadsheet, and paint frames to add a professional touch to a drawing. Once you add a frame to a drawing, it becomes an object that you can select and then (for example) change its borders, make it transparent, or rotate it, just as you can any object.

If the tool panel is hidden, choose Show Tools from the View menu.

Choose Topics A–Z from the ? menu.

About frames
Create frames

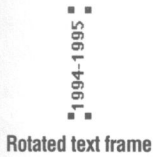| To do this in a draw document	Do this	Example
Type text	Select the text tool [A] and click once in the document. Select a font, size, and style, and then type your text.	**XYZ**
Add a spreadsheet frame	Select the spreadsheet tool [⊹], move the pointer into the document, and drag to create the frame.	1992 748 1993 6398 1994 7234 1995 7792 **(Column and row headers hidden)**
Paint	Select the paint tool [✐], and drag in the document to create a paint frame. You see the pencil and the painting tools and menus are available.	

To switch between working in a frame and the rest of the document, click the area in which you want to work.

To display handles on a newly created frame so you can treat it as an object, click outside the frame.

For information on linked frames, see "Linking frames" on page 8-1.

Chapter 5: Working with paintings

This chapter describes what you can do with a ClarisWorks paint document or paint frame. All paint features, including procedures, shortcuts, and troubleshooting, are described in onscreen Help.

When to use a painting

Use a painting when you want to create airbrush or brushstroke effects, to tint colors, or to transform shapes (for example, to add perspective to an image). Because paintings are made of individual pixels (dots) that you can change, you have very precise control over textures, colors, and shapes.

Use a ClarisWorks paint document or frame to:

- create "hand-painted" artwork for invitations, holiday decorations, posters, and announcements
- illustrate reports
- work with scanned pictures
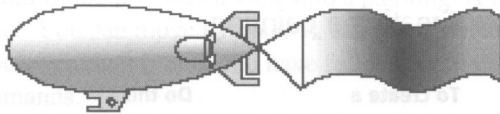
When you are painting, you use the same tools used to make drawings (described in "Using the drawing tools" on page 4-3) plus additional painting tools such as the spray can.

How paintings and drawings differ Drawings are made of objects that can be selected, moved, or changed independently of each other and always retain their individual identity. For example, when one object overlaps another, the bottom object remains intact. Paintings are made of many separate pixels. Shapes drawn in a painting lose their individual identity and become part of the collection of pixels. For example, when one image in a painting overlaps another, the bottom image is permanently replaced with the top image.

In a drawing, changes affect the entire selected object

In a painting, changes affect only selected pixels

Painting basics

A painting can be a document or a frame. You use the same tools and commands any time you work with a painting, whether it's a document or a frame.
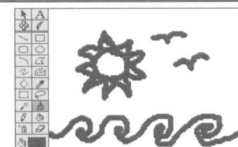
Creating a painting

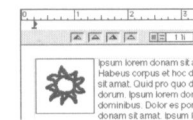| To create a	Do this	Example
Blank paint document	Choose New from the File menu, select Painting and click OK.	A paint document
Paint frame within another type of document (except communications)	Select the paint tool (choose Show Tools from the View menu if necessary), move the pointer into the working area of the document, and draw the paint frame.	A paint frame in a word processing document

Tip If you see the message The document size has been reduced to fit the available memory, refer to "Working with large files" on page 5-12.

About the paint window

When you open a paint document or create a paint frame, you see the paint menus and the tool panel.

File Edit Format Transform Options View ——— Paint menus

Untitled 1 (PT)

Tool panel ———
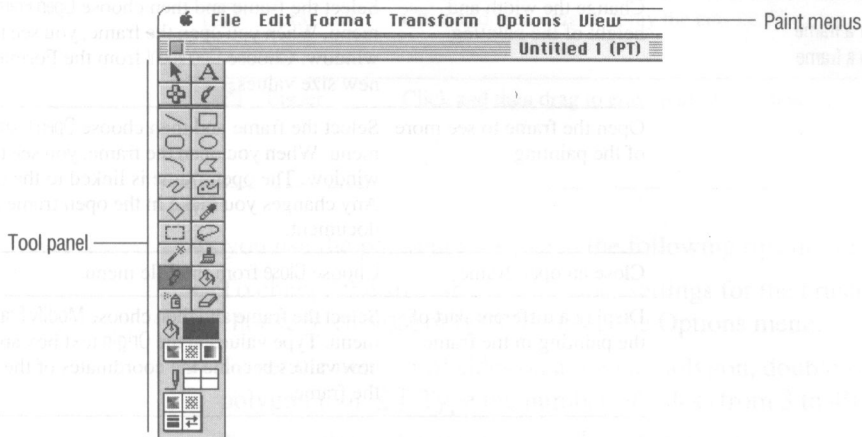
Working with paint frames

A paint frame provides a view into a painting. A paint frame is like any other object. You can move it, resize it, change or delete the border, or apply a fill colour. Within a frame, you have full access to the paint tools and commands.
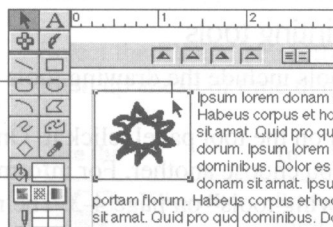
Click once to select the frame as an object.
Click again to work inside the frame

Handles show that the frame is selected

Ipsum lorem donam sit amet. Quid pro quo dominibus. Dolor es donam sit amet. Ipsum portam florum. Habeus corpus et hoc sit amet. Quid pro quo dominibus. Do

Click twice outside the frame to work in the rest of the document

Here are some ways to adapt a paint frame to suit your needs:

To	Do this
Resize a paint frame	Select the frame and then drag a handle.
Change the width and height of the painting	Select the frame and then choose Open Frame from the View menu. When you open the frame, you see the painting in a new window. Choose Document from the Format window and type new size values.
Open the frame to see more of the painting	Select the frame and then choose Open Frame from the View menu. When you open the frame, you see the painting in a new window. The open frame is linked to the original document. Any changes you make in the open frame are also made in the document.
Close an open frame	Choose Close from the File menu.
Display a different part of the painting in the frame	Select the frame and then choose Modify Frame from the Options menu. Type values in the Origin text box and then click OK. The new values become the coordinates of the upper-left corner of the frame.

For information about linking paint frames in a document, see "Linking frames" on page 8-1.

Working with images

In a paint document, you use the painting tools to create *images* (painted shapes and effects).

Using the painting tools

The painting tools include the drawing tools and additional painting tools.

To select a tool on the tool panel, click it. Once you select a tool, it stays selected until you choose another. For information on the drawing tools, see "Using the drawing tools" on page 4-3. The remaining tools are unique to paintings.

To use the		Select the tool and then	Example
🖌	Brush	Click and then drag to paint strokes with the current fill color or pattern	〰〰
✏	Pencil	Click and then drag to paint fine lines in the current pen color	〜〜〜

To use the		Select the tool and then	Example
🪣	Paint bucket	Click an enclosed area to fill it with the current fill color and pattern (or gradient)	Before After
🖋	Spray can	Click and then drag to spray the current fill color	
✐	Eraser	Click and then drag to erase part of an image	Before After

As you use the painting tools, keep the following tips in mind:

- To change the size, shape, and other settings for the brush and spray can, choose Brush Shape or Spray Can from the Options menu.

- To set the number of sides on a regular polygon, double-click the regular polygon tool ◇. Type the number of sides (from 3 to 40) and click OK.

- To erase the entire painting, double-click the eraser.

- To reverse your most recent change, choose Undo from the Edit menu.

- To use a selected image as a paint brush, hold down Option-⌘ as you drag the image.

Setting lines, colors, and patterns

Use the fill and pen palettes to set the fill colour and pattern (or gradient) and the line colour, pattern, width, and arrowhead style.

Select the fill and pen settings before you paint an image. It's easier to set them up ahead of time than it is to change an image once it has been painted.

Use the		To
🪣	Fill palettes	Set the fill color and pattern or gradient used for closed images (such as the oval), and for the brush and paint bucket tools
	Pen palettes	Change settings for lines and image borders or to add arrowheads

You can use the eyedropper ⟦🖊⟧ to pick up (copy) a colour in an image to use in the fill or pen palettes, without having to select it from a palette. Click the eyedropper, and then click in the image where the colour you want appears. The colour of the pixel you click appears in the fill sample. Hold down Option as you click to change the pen colour instead of the fill colour.

You can also customize palettes by editing the colours, patterns, and gradients and you can load new colour palettes. See "Customizing colors, patterns, and gradients" on page 4-16 and onscreen Help for more information.

Setting the paint mode

The paint mode determines how patterns and colours interact when they overlap. To set the paint mode to opaque, transparent pattern, or tint, choose Paint Mode from the Options menu.

⟦?⟧ **Choose Topics A–Z from the ? menu.**

Overlap colours and patterns

| Opaque | Transparent pattern | Tint |

Selecting and moving images

Before you can change an image, you must first select it.

⟦?⟧ **Choose Topics A–Z from the ? menu.**

Lasso
Magic wand
Move images using the autogrid
Select and move an image
Selection rectangle

To select	Do this	Example
A rectangular area	Click the selection rectangle ⟦▢⟧ and drag it over the area you want to select. You can select all or part of an image.	
The outline of an image	Hold down 2 as you drag the selection rectangle around the image you want to select.	
An irregular shape without selecting the surrounding white space	Click the lasso ⟦⟧ and drag it around the area you want to select. The loop closes automatically.	
By colour, when you want to select shapes that are difficult to lasso	Click the magic wand ⟦✳⟧ and then click an area. ClarisWorks selects all adjacent pixels of the selected colour. To select more than one colour area, click and drag the magic wand across multiple colours.	

To move a selected image, move the pointer over the image until it becomes an arrow, then drag the image to a new location. The image stays selected until you click elsewhere in the document.

You can also move a selected image vertically or horizontally one pixel at a time using the arrow keys. To increase the distance the image moves when an arrow key is pressed, use the autogrid feature. To turn the autogrid on or off, choose Turn Autogrid On or Turn Autogrid Off from the Options menu. With autogrid on, the default distance the image moves is 8 pixels. To change the distance in pixels that the image moves each time the arrow key is pressed, select Grid Size from the Options menu and select a size.

Deleting, copying, and duplicating images

You can delete, copy, or duplicate an entire image, part of an image, or several images at once.

To	Select the area and then
Delete an area	Press Delete
Copy an area and paste it elsewhere	Choose Copy or Cut from the Edit menu, and then choose Paste from the Edit menu to place the image in the document
Duplicate an area	Hold down Option as you drag the selected image. If the paint mode is set to Transparent Pattern, duplicates are also transparent.
Duplicate an area continuously	Hold down Option-2 as you drag the selected image

Remember that you can usually reverse your most recent action by choosing Undo from the Edit menu.

Magnifying an image

You can change the zoom level (magnification or reduction) of a paint document as it's displayed in the window.
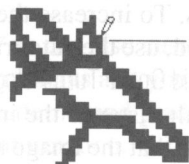
Zoom in to edit pixels
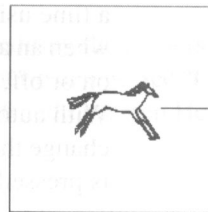
Zoom out to see more of the painting

To zoom in or out, click the zoom-in ▣ or zoom-out ▣ controls at the bottom of the window. To return to 100 percent view (actual size), choose 100% from the zoom percentage pop-up menu ▭100▭.

Transforming a selection

You can change an image by transforming its shape, changing its orientation, or refining its color.

Reshaping a selection

To reshape a selection, select the area you want to change, choose a command from the Transform menu, and then drag the handles that appear.

To	Choose this command	Example
Slant an image vertically or horizontally	Shear	
Stretch an image in any direction	Distort	
Add the appearance of depth or distance	Perspective	

Resizing or turning a selection

To resize or turn a selection, select the area you want to change, and then choose a command from the Transform menu.

To	Choose this command	Example
Rotate an image freely	Free Rotate	
Rotate an image by a set amount	Rotate	
Flip an image horizontally or vertically	Flip Horizontal or Flip Vertical	
Resize an image by dragging a handle	Resize	
Resize an image by specifying a set percentage	Scale Selection	

Working with colors and tints

To refine an image's colour, select the area you want to change, and then choose a command from the Transform menu.

To	Choose this command	Example (before and after)
Fill the selected part of an image or fill an image that is already partly filled (as with a gradient)	Fill	
Reverse the colours in a selection to make a "negative" image	Invert	
Blend the edges of an image with the background color	Blend	

To	Choose this command	Example (before and after)
Tint the color in a selection with the current fill color	Tint	
Lighten or darken each pixel in a selection	Lighter or Darker	

To combine the colours and patterns of two images, select an image or area and move it over the image whose colour and pattern you want to pick up. Then choose Pick Up from the Transform menu.

Background ———

——— Image of horse combined with the background

Before   **After (paint mode set to Tint)**
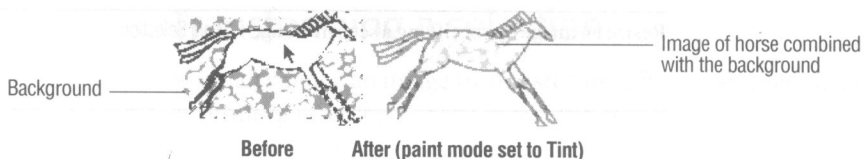
Note How ClarisWorks combines the images depends on the paint mode. In opaque mode, the colours from underneath replace the colours in the selected image. In transparent mode, the colours underneath are added. In tint mode, the colours blend.

Adding text and spreadsheets

To add text or a spreadsheet to a paint document, click the text Ⓐ or spreadsheet ⊞ tool, move the pointer into the document, and then drag to draw the frame. Choose options from the Font, Size, and Style menus and then type the text or numbers. Click outside the frame when you're done. Once you click outside a frame, the frame contents become part of the painting. You can change the pixels that make up the image, but you can't edit the contents by using text or spreadsheet commands.

Tip If you want to include a spreadsheet frame in a painting, create and add data to the spreadsheet frame in a draw or text document, and then copy the frame and paste it in the paint document.

ABC ———————————————— Text in a painting

1	AA
2	BB
3	CC

———————— Spreadsheet in a painting
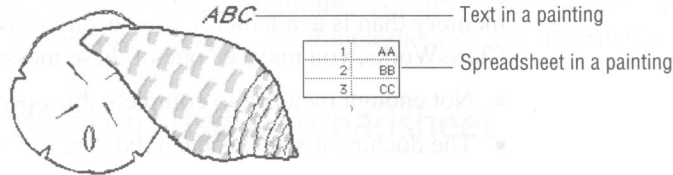
Creating text effects Add interesting visual effects to text by creating a text frame in a paint document. Try typing a newsletter title in an outline font style. Zoom in to enlarge your view of the title, and then use the paint bucket to add a gradient to each letter. Finish by selecting the title and changing its perspective (choose Perspective from the Transform menu).

Adding pictures

To copy and paste pictures, such as clip art or a ClarisWorks drawing, from other documents, use Copy and Paste in the Edit menu. You can also use Insert in the File menu to insert (import) picture files (such as scanned pictures or the clip art supplied with ClarisWorks) saved in various file formats.

Customizing resolution and depth

A new paint document or frame is preset for a resolution of 72 dpi (dots per inch). The number and range of colours in the preset palette depends on the monitor you are using.

You can customize the resolution (number of pixels per inch) and depth (the number of colours in the colour palette) for a paint document or frame using the Resolution and Depth command in the Format menu. You'll find complete details on how to do this in onscreen Help.

Working with large files

Your computer sets aside a certain amount of memory for ClarisWorks. If you are working on a paint document or other large document, using many graphics, or working on multiple documents, ClarisWorks may require more memory than is available. If you need to provide more memory for ClarisWorks, you may see one of these messages:

- Not enough memory to complete this operation.
- The document size has been reduced to fit the available memory.

For complete information on providing more memory, see onscreen Help and the documentation that came with your computer.

Changing the size of a painting

To change the size of a painting, choose Document from the Format menu to show the Document dialog box. Type numbers for Pixels across and Pixels down and click OK.

▌ **Tip** 72 pixels equals 1 inch.

Creating a preview of a paint document

You can create a preview image of a paint document that is saved with the document. The preview image is displayed when you choose Open from the File menu and select the paint document in the list with Show Preview selected (see "Opening a document" on page 2-6). You can also create a custom icon of the paint image that is displayed as the document icon on your desktop.

To create a custom icon or preview image for your paint documents, choose Preferences from the Edit menu. In the Preferences dialog box, click the General icon, and select Create Custom Icon or Create Preview.

Chapter 6: Working with spreadsheets

This chapter describes what you can do with a ClarisWorks spreadsheet document or spreadsheet frame. All spreadsheet features, including procedures, shortcuts, and troubleshooting, are described in onscreen Help.

When to use a spreadsheet

Use a spreadsheet when you want to organize text and numbers in rows and columns. For example, you can:

- develop a budget for work or office
- analyze financial performance
- track loans, mortgages, and stock and bond performance
- maintain a checkbook
- schedule projects
- manage business and personal assets
- chart your children's growth and medical information
- produce profit-and-loss statements

Expense categories in rows, months in columns

Use a formula to calculate totals

	January	February	March
Supplies	$360	$276	$150
Telephone	$350	$355	$279
Rent	$2500	$2500	$2500
Insurance	$1800	$0	$1800
Utilities	$490	$520	$450
Total expenses	$5500	$3651	$5179
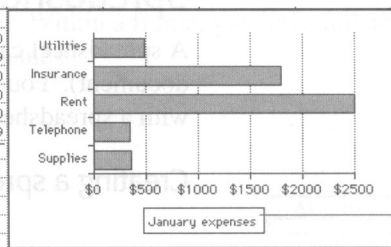
Add your own title

Spreadsheet

Chart based on first two columns of the spreadsheet

You can also use a spreadsheet to present text in a table. For example, use a spreadsheet document to type a schedule or list, or use a spreadsheet frame to format a table in a word processing document. For more information about using a spreadsheet frame as a text table, see "Creating tables" on page 3-10.

Word processing document —

> Dear Laurie and Bob,
>
> We're planning the following dinners for next week's camping trip:
>
> | Monday | Lentil stew | green salad | strawberries |
> | Tuesday | Coq au vin | fruit salad | rhubarb pie |
> | Wednesday | Chili | carrot sticks | cookies |
>
> Let us know what you think and then we'll make adjustments and go shopping.

Spreadsheet frame

Spreadsheet or database? You can use either a spreadsheet or a database document to store and organize information. Use a spreadsheet when you want to present the information in columns or do simple (numeric or alphabetic) sorts. Use a database document when you want to print labels, present the information in varied layouts, or do complex sorting. For more information on databases, see chapter 7, "Working with databases."

Spreadsheet basics

A spreadsheet can be a document or a frame (a spreadsheet within another document). You use the same commands and controls any time you work with a spreadsheet, whether it's a document or a frame.

Creating a spreadsheet

To create a	Do this	Example
Blank spreadsheet document	Choose New from the File menu, select Spreadsheet and click OK.	A spreadsheet document
Spreadsheet frame within a document (except communications)	Select the spreadsheet tool 🔲 (choose Show Tools from the View menu if it isn't visible), and drag the pointer in the document. (In a spreadsheet document, hold down the Option key as you draw the frame.)	A spreadsheet frame in a word processing document

About the spreadsheet window

When you create a spreadsheet document or frame, you see the spreadsheet menus and the entry bar in the spreadsheet.

Choose Topics A–Z from the ⟨?⟩ menu.

Key spreadsheet concepts
Set up a spreadsheet document

Spreadsheet menus
Column headings
Cell grid
Cell
Entry bar
Active cell
Row headings

Working with spreadsheet frames

Choose Topics A–Z from the ⟨?⟩ menu.

Create frames
Select and enter a frame

A spreadsheet frame provides a view into a spreadsheet. A spreadsheet frame is like any other object. You can move it, resize it, change or delete the border, or apply a fill colour. Within a frame, you have full access to the spreadsheet tools and commands.

To select the frame as an object, click once
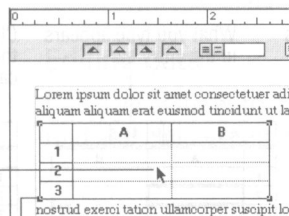
Handles show that the frame is selected

To work inside the spreadsheet frame, select the frame and then click to select the cell
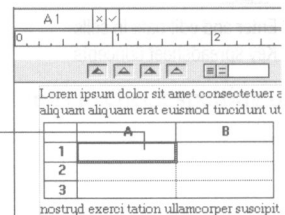
To work in the rest of the document, click twice outside the frame

Here are some ways to adapt a spreadsheet frame to suit your needs:

To	Do this
Resize a spreadsheet frame	Select the frame and then drag a handle.
Open the frame to see more of the spreadsheet	Select the frame and then choose Open Frame from the View menu. When you open the frame, you see the spreadsheet in a new window. The open frame is linked to the original document. Any changes you make in the open frame are also made in the document.
Change the number of rows and columns in the spreadsheet	Select the frame and then choose Open Frame from the View menu. Choose Document from the Format window and type new size values.
Close an open frame	Choose Close from the File menu.
Change which part of the spreadsheet shows in the frame	Select any cell in the frame and then choose Display from the Options menu. Type a cell address in the Origin text box and then click OK.

As you work with spreadsheet frames, keep the following points in mind:

- You can't open a frame that is anchored in a line of text.
- You can't change or open any type of frame in a paint document. See "Adding text and spreadsheets" on page 5-10 for more information.
- You can link two or more spreadsheet frames in a document. See "Linking frames" on page 8-1.

Typing in a spreadsheet

Each cell in a spreadsheet can contain numbers, words, or formulas.

To type numbers or words in a cell, click a cell and begin typing

What you type appears in the entry bar

Click ✓ to confirm the entry or × to cancel

The entry appears in the cell

To enter a negative number, begin the number with a minus sign (–).

To enter a formula or function, begin the entry with an equal sign (=). See "Working with formulas" on page 6-12 and "Examples—entering formulas" on page 6-15 for more information.

Selecting cells and ranges

You must select a cell or *cell range* (group of adjacent cells) before you can change, format, or work with data.

Address of selected cell

The selected cell has a heavy border

Address of upper-left cell in the selected range

ClarisWorks highlights the selected cell range

To select	Do this
A cell	Place the pointer in the cell and click the mouse button.
A cell range	Hold down the mouse button and drag the pointer over the cells you want to select.
An entire row or column	Click the row or column heading.
The entire spreadsheet	Choose Select All from the Edit menu.

To go to a cell, choose Go To Cell from the Options menu. Then type the cell address (for example, A42 or R7) and click OK.

Modifying cell data

ClarisWorks provides many ways to modify and correct your data.

Note You can't edit, delete, or move data in protected (locked) cells. To unlock a protected cell, select the cell and then choose Unprotect Cells from the Options menu.

Editing data

Edit data in the entry bar, or use ClarisWorks commands to check spelling or find and change cell data.

To	Do this
Edit the data in a cell	Select the cell. In the entry bar, make your changes, and then click ⌄ to confirm the entry.
Check spelling	Choose Writing Tools from the Edit menu and then choose Check Document Spelling.
Find and change cell data	Choose Find from the Edit menu and then choose Find/Change. Type in the Find and Change text boxes, and then click Find Next or Change All.

Note To modify the arrow keys so that they move the insertion point in the entry bar, choose Preferences from the Edit menu. Select the spreadsheet icon in the Preferences dialog box, select Moves the Insertion Point in the Entry Bar, and then click OK.

Moving, copying, and deleting data

Cut, copy, and paste procedures are the same in most Claris applications. The ClarisWorks spreadsheet also provides other methods to copy and delete data.

Choose Topics A–Z from the ? menu.

Enter and edit data in cells
Transpose rows and columns

To	Do this
Move the cell contents and retain the original cell references	Select cells, then choose Move from the Calculate menu. Type the new location's cell address (for example, E22) and click OK. (For a cell range, type the new location for the top left cell in the range.)
Transpose a column of data into a row, or a row of data into a column	Select the cells to transpose and choose Cut from the Edit menu. Then choose Paste Special from the Edit menu. In the Paste Special dialog box, click Transpose and then click OK. (Transposed data overwrites any existing data.)
Copy or cut cell contents and formatting	Select the cells you want to work with. Then choose Copy or Cut from the Edit menu.
Copy only the value of a cell that contains a formula	Select the source cell or cell range, choose Copy from the Edit menu, and then select the target cell or range. Choose Paste Special from the Edit menu, select Values Only in the Paste Special dialog box, and then click OK.
Paste cut or copied data	Select the cell or cell range where you want the data to go, and then choose Paste from the Edit menu.
Delete the cell contents and formatting	Select cells and choose Clear from the Edit menu.
Delete the cell contents and retain the cell formatting	Select cells and press the Delete Backspace key.

Filling a range of cells

Choose Topics A–Z from the ? menu.

Fill cells with data from other cells

To copy cell contents, including formulas, into adjacent cells, drag to select the cells with data you want to duplicate and continue dragging down or to the right over the cells you want to fill. Then choose Fill Down or Fill Right from the Calculate menu.

Result of a formula

Selected cells

Fill Right

ClarisWorks copies the formula to the selected cells

Formatting cell data

You can change the appearance of spreadsheet data by formatting the text or cell. You can also copy a cell's formatting as well as specify a default font to be used in the entire spreadsheet.

To	Do this	Example
Change text appearance or alignment	Select a cell or cell range, choose Font, Size, Style, Text Color, or Alignment from the Format menu, and then choose from the submenu.	**Plain text** **Centered**
Wrap cell contents so long entries aren't cut off	Select the cell containing the text, and then choose Alignment from the Format menu and Wrap from the submenu. (To adjust the row height, see "Resizing or hiding rows and columns" on page 6-8.)	**Unwrapped** **Wrapped**
Change the format of numbers, dates, and times (such as adding a percent sign, placing negative numbers in parentheses, or adding a comma to large numbers)	Select a cell or cell range and then choose Number from the Format menu. Select the options you want from the dialog box and click OK.	**Some number, date, and time formats**

To copy a cell's format to other cells, select the cell whose format you want to copy and choose Copy Format from the Edit menu. Then select the cell or range where you want to apply the format and choose Paste Format from the Edit menu.

To set the default font, choose Default Font from the Options menu. In the Default Font dialog box, choose a font and font size and click OK.

Sorting cell data

Sort data in numeric or alphabetical order to organize it. You can specify a major *order key* (the cell where the sort will start) and two minor order keys. If you are sorting a list containing duplicate entries, use second and third order keys to further organize your data, for example, by first name and middle initial.

To sort spreadsheet data, select the cells you want to sort and choose Sort from the Calculate menu. In the Sort dialog box, select the options you want and click OK.

	A	B	C
1	Last	First	
2	Smith	Ann	W.
3	Zinn	Martin	P.
4	Smith	Joe	N.
5	Smith	Ann	H.

Before sort

	A	B	C
1	Last	First	
2	Smith	Ann	W.
3	Smith	Joe	N.
4	Smith	Ann	H.
5	Zinn	Martin	P.

After sorting on first order key (A2) only

	A	B	C
1	Last	First	
2	Smith	Ann	H.
3	Smith	Ann	W.
4	Smith	Joe	N.
5	Zinn	Martin	P.

After sorting on first order key A2, second order key B2, and third order key C2

Protecting (locking) cell data

Protect data or formulas from accidental changes by locking cells. To lock a cell or a range of cells, select the cells, then choose Protect Cells from the Options menu. To unlock a protected cell or cell range, select the cells and then choose Unprotect Cells from the Options menu.

Changing cells, columns, and rows

There are several features that control how you display and work with data in rows and columns.

Resizing or hiding rows and columns

To resize rows or columns by specifying a size, select the rows or columns you want to change. Then choose Row Height or Column Width from the Format menu, enter a new measurement (enter 0 to hide the row or column, or select Use Default to revert to the default row or column size), and click OK.

To resize or hide rows and columns by dragging the pointer, start by moving the pointer to the bottom of the row heading or to the right edge of column heading you want to resize or hide. The pointer changes to a double arrow ↔.

Right edge of column heading

Bottom of row heading ———
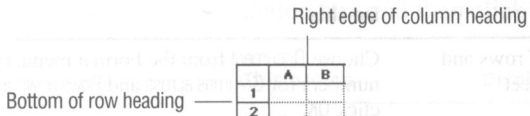
To	Drag the pointer
Resize a row or column	To the right or down until the row or column is the desired size
Hide a row or column	To the left or up until the row or column disappears
Restore a hidden row or column	Until the row or column reappears

Note If you select multiple rows (or columns), ClarisWorks resizes all the rows or columns in the range by the same amount.

Inserting and deleting cells, rows, and columns

When you delete a cell, column, or row, you also delete its data.

Delete cells, rows, or columns
Insert cells, rows, or columns

To insert or delete an entire row or column, click one or more headings to select rows or columns, and then choose Insert Cells or Delete Cells from the Calculate menu.

To insert or delete a few cells, make a selection before you choose Insert Cells or Delete Cells. In the dialog box, specify how you want existing cells to be shifted, and then click OK.

Select the cells to delete ———

	May	June
	342	304
	453	213
	5	342
	7	453

The cells below are shifted up ———

	May	June
	5	304
	7	213
		342
		453

Changing the number of rows and columns

A new spreadsheet contains 500 rows and 40 columns. A new spreadsheet frame contains 40 rows and 10 columns. You can change the number of rows and columns.

To	Do this
Change the number of rows and columns in a spreadsheet	Choose Document from the Format menu, type numbers for Columns across and Rows down and then click OK.
Open a spreadsheet frame so you can change the number of rows and columns in the spreadsheet	Select the frame and then choose Open Frame from the View menu. When you open the frame, you see the spreadsheet in a new window. The open frame is linked to the original document. Any changes you make in the open frame are also made in the document. To close the spreadsheet frame, choose Close from the File menu.
Resize a spreadsheet frame to display more cells	Select the frame and then drag a handle.

Adding borders to cells

You can add borders to one or more cells, or to entire rows or columns. To add a border, select a cell or cell range and then choose Borders from the Format menu. Select border options and click OK.

1993	25	50
1994	90	80

Right border
(cell grid hidden)

To remove a border, deselect the options in the Borders dialog box.

Adding and removing page breaks

Spreadsheet pages break automatically when the page is full.

To add page breaks that occur before the automatic page breaks, select the cell, row, or columns where you want the page to end. Then choose Add Page Break from the Options menu.

To remove page breaks, select the cell, row, or columns where you previously set the page break and then choose Remove Page Break from the Options menu.

Changing the display
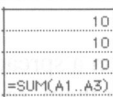
To change how ClarisWorks displays the cell grid, row and column headings, formulas, and circular references, choose Display from the Options menu. (If the spreadsheet is in a frame, select the frame and then choose Modify Frame from the Options menu.) Select or deselect options in the Display dialog box and then click OK.

This option	Displays
Cell Grid	Dotted gridlines that separate the rows and columns
Solid Lines	The cell grid with solid gridlines (Cell Grid must be selected)
Formulas	Formulas (rather than computed values) in cells that contain formulas
Column Headings Row Headings	Column and row headings
Mark Circular References	Dots in cells that contain circular cell references (Formulas must be deselected)

A formula in a cell —— =SUM(A1..A3)

Circular references marked
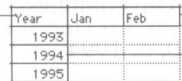
Locking row and column titles

To lock row and column titles in a spreadsheet document so they won't move as you scroll the rest of the spreadsheet, select the titles and choose Lock Title Position from the Options menu. Choose it again when you want to unlock titles.

This cell was selected when Lock Title Position was chosen

Cells in the locked area have solid borders

Year	Jan	Feb
1993		
1994		
1995		

Note You can't select cells in locked titles, nor can you lock titles in a spreadsheet frame.

Printing a spreadsheet document

You can control various aspects of how your spreadsheet document prints.

To print	Choose
Row and column titles on every page	Lock Title Position from the Options menu
The range of cells that you specify, rather than all formatted cells and cells that contain data	Print Range from the Options menu. In the Print Range dialog box, click Cell Range, type the range you want to print, and then click OK.
Row and column headings or the cell grid	Print from the File menu. In the dialog box, select or deselect the Heading and Cell Grid checkboxes.

You can print, or merge, database information on a spreadsheet. For more information on merging documents and printing them, see "Merging data with text (mail merge)" on page 8-7.

Working with formulas

Use formulas to perform calculations on spreadsheet data. You can combine numbers, cell references, and *functions* (predefined formulas) to build your formulas.

Note You'll find some simple formula examples in the section "Examples—entering formulas" on page 6-15.

Understanding formulas

Within a single formula, you can combine:

- numbers, such as $4.95, 10, or 1994

- operators, such as +, -, *, =, >, or ()

- cell references, such as B2, P66, or D7

- functions, such as =SUM(B2+N66) or =PRODUCT(A1..C1)

Formulas can be simple or very complex, with many parts. All of these are legitimate (and simple) formulas:

This formula	Does this
=B6+B8	Adds the values in cells B6 and B8
=E9*3.5	Multiplies the value in cell E9 by 3.5, a *constant* (fixed value) that you supply
="California"	Places a text constant (California) in a cell
=SUM(D4..D12)	Uses the SUM function (a predefined formula) to add the values in the cell range D4 to D12

See "Working with functions" on page 6-16 for information on functions.

Cell references in formulas

A formula can contain references to a cell or a range of cells. ClarisWorks uses the data in the cells to compute the formula. There are three types of references: relative, absolute, and circular.

A *relative reference* gives the location of a cell relative to the location of the current cell. If you copy a formula with a relative reference to another cell, ClarisWorks changes the reference to reflect the relative position from the new source cell.

An *absolute reference* stays the same when you copy and paste a formula. To enter an absolute cell reference, type a dollar sign ($) before each part of the cell address. You can also mix absolute and relative addresses in the same formula (for example =A$1+B1).

The formula in cell A3 is =A1+A2. If you copy the data in cell A3 to B3, the formula becomes =B1+B2.

	A	B
1	25	20
2	50	40
3	75	60

Relative reference

The formula in cell A3 is =$A$1+$A$2. If you copy the data in cell A3 to B3, the formula is still =$A$1+$A$2.

	A	B
1	25	20
2	50	40
3	75	75

Absolute reference

•12•   •16•

Circular reference

A *circular reference* occurs when two or more cells refer to each other—for example when cell A1contains =B2*3 and cell B2 contains =A1+4. A circular reference also occurs when a cell refers to itself, for example, in the formula A10=SUM(A1..A10). ClarisWorks marks cells that contain circular references with bullets. To turn the markings off, choose Display from the Options menu and deselect Mark Circular Refs.

You may want to rethink the layout of the spreadsheet to avoid circular references.

Entering formulas

You can type each of the formula elements or ClarisWorks can enter some *operators* (symbols, such as plus or equal signs, that define the action you want performed), cell references, or functions for you.

To enter a formula, select the cell where you want the formula's result to go and type an equal sign (=) in the entry bar. Type the formula after the equal sign (you can put a space before or after any operators), and then click ✓ to confirm your entry.

To	Do this
Enter a reference to a cell range	Drag to select the range that you want to refer to. The reference to the cell range —for example A5..G5— appears at the insertion point in the formula. Then enclose the range in parentheses.
	Or type the addresses of the cell at the upper left of the range and the cell at the lower right with two dots between them and enclose the range in parentheses—for example, (D2..D4).
Enter a reference to a cell range	Drag to select the range that you want to refer to. The reference to the cell range —for example A5..G5— appears at the insertion point in the formula. Then enclose the range in parentheses.
	Or type the addresses of the cell at the upper left of the range and the cell at the lower right with two dots between them and enclose the range in parentheses—for example, (D2..D4).
Enter an absolute cell reference	Click in the entry bar before the part of the cell address that you want to make absolute and then type a dollar sign ($).
Have ClarisWorks interpret a number or punctuation as text	Begin and end the entry with a double quotation mark, and precede the quoted text with an equal sign (="1992").
Use a function (ready-made formula)	See "Working with functions" on page 6-16.

For information on	Choose this from Topics A–Z in Help
Structuring formulas	Parts of a formula
Operators (such as +, -, *) and the order in which ClarisWorks interprets them in formulas	Operators and their precedence

Calculating formula results

Choose Topics A–Z from the ? menu.
Calculate formula results

When you enter and confirm a formula, ClarisWorks computes the result. ClarisWorks is preset to calculate formulas automatically each time you confirm an entry in a cell. To turn automatic calculation on or off, choose Auto Calc from the Calculate menu. When Auto Calc is on, you see a checkmark next to the Auto Calc command.

Because automatic recalculation of large spreadsheets can be time consuming, you may want to work with Auto Calc off. To calculate formula results when Auto Calc is off, choose Calculate Now from the Calculate menu.

Correcting formula errors

Choose Topics A–Z from the ? menu.
Fix mistakes in formulas
Spreadsheet tips
Tips for formulas

ClarisWorks will tell you if it can't evaluate a formula.

One of the most common errors (you see ### in the cell) occurs when the cell is too narrow to display the value. To correct the error, select the column and then increase its width by choosing Column Width from the Format menu. Type a width and click OK.

Error messages

Other error messages you may see in cell start with a number sign (#) and end with an exclamation point (!), or you may see the message Bad Formula on the screen. Check your formula for the correct placement of parentheses, be sure open and closing parentheses are paired, and check to see that you have entered operators between the cell references. For more spreadsheet and formula tips, see onscreen Help.

Examples—entering formulas

These examples show how to use formulas to add numbers.

Example 1: Simple arithmetic

To enter a formula that sums three numbers:

1. Click a cell to make it active.
2. In the entry bar, type `=12+3-5`.
3. Click ✓ to confirm the entry.

   ClarisWorks sums the numbers and displays the result, 10, in the cell.

Example 2: Using cell references

To sum three numbers using cell references:

1. Type 75, 150 and 725 as shown here.

	A	B	C
1	75		725
2	150		
3			

2. Click cell B3 and type an equal sign (=) in the entry bar, and then click cells A1, A2, and C1.

ClarisWorks inserts the addition operator (+) between each cell reference.

Your spreadsheet will look like this:

Address of the selected cell ———————— Operators

Entry bar ———————— B3 | × ✓ | =A1+A2+C1 ———— Formula

	A	B	C	D
1	75		725	
2	150			
3				

The formula's result goes in the selected cell

If you want to change the formula, for example to use a different operator, use the text editing techniques described in "Editing data" on page 6-5.

3. Click ✓ to confirm the entry.

ClarisWorks adds the numbers and displays the result (950) in cell B3.

If the result does not appear as you expect, check to be sure that you started the formula with an equal sign (=).

Working with functions

ClarisWorks provides *functions*, or built-in routines, that you can use alone or include in a formula. Use functions to perform computations—such as summing a group of numbers or deriving a square root—without having to type the entire formula. You can use a function by itself in a formula, or you can combine it with other numbers, operators, cell references, and functions.

Note You'll find an example of a simple function on page 6-18.

ClarisWorks provides over 100 functions in nine general categories. A complete list of these functions is in onscreen Help.

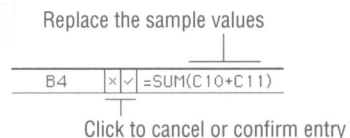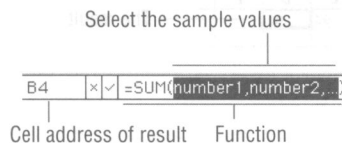| Category	Purpose	Example
Conversion	Converts values from one data type to another	TEXTTO NUM
Date and Time	Manipulates dates and times, for example, to calculate the current date or time	DATE
Business and Financial	Calculates mortgage and payment values	PMT (Payment)
Information	Looks up and evaluates information in spreadsheet cells, cell ranges, and database fields	LOOKUP
Logical	Evaluates Boolean expressions, which result in either TRUE or FALSE	ISBLANK
Mathematical	Perform general mathematical calculations	ROUND
Statistical	Calculates general statistics, such as standard deviation and variance	AVERAGE
Text	Finds, compares, and manipulates text expressions	CODE (ASCII code)
Trigonometric	Creates and evaluates mathematical and scientific values	SIN

Entering functions

To enter a function, click the cell where you want the result to appear. (If you're including the function as part of a larger formula, click in the formula where you want the function to appear.) Then choose Paste Function from the Edit menu, select a function from the alphabetical list in the Paste Function dialog box, and click OK. In the entry bar, select the sample values and replace them with values or cell references. (See "Cell references in formulas" on page 6-13.) When you're satisfied with your entry, click ⌄ to confirm it.

Select the sample values

| B4 | × ⌄ | =SUM(number1,number2,...) |

Cell address of result   Function

Replace the sample values

| B4 | × ⌄ | =SUM(C10+C11) |

Click to cancel or confirm entry

Tip If you know the name and format of a function, you can type it, rather than paste it, in the entry bar.

Example—using the AVERAGE function

This example shows how to use the AVERAGE function to calculate the average of three numbers.

1. In your spreadsheet, enter 74, 88, and 93 in cells A1, B1, and C1.

2. Click cell D1 to select it.

	A	B	C	D
1	74	88	93	
2				

— Function's result will go here

Numbers to average

3. Choose Paste Function from the Edit menu.

4. Select AVERAGE from the list and click OK.

5. Hold down the mouse button and drag the I-beam pointer in the entry bar to select the sample values between the parentheses.

Address of cell where function will go —— `D1  × ✓  =AVERAGE(number1,number2,...)`

Select the sample values but not the parentheses

6. In the spreadsheet, hold down the mouse button and drag the pointer over the three cells whose values you want to average, and then click ✓ to accept the function.

ClarisWorks replaces the sample values with the selected cell range and displays the average value (85) of the selected cells as the result.

Value

`D1  × ✓  =AVERAGE(A1..C1)`

	A	B	C	D	E
1	74	88	93	85	
2					

—— The result

Displaying data in charts (graphs)

A chart (or graph) shows graphic relationships and trends among data. You can chart data in a spreadsheet frame as well as in a spreadsheet document.
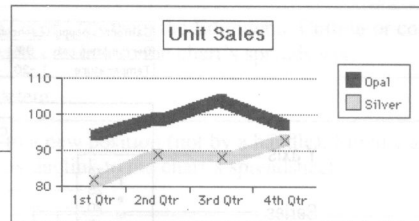
Unit Sales	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Opal	95	99	104	97
Silver	82	89	88	93

Data

Line chart

Making charts

To make a chart, select a cell range and then choose Make Chart from the Options menu. In the Chart Options dialog box, click a chart type in the Gallery, and then click OK. ClarisWorks draws the chart and places it on top of the spreadsheet, using the data in the upper-left cell in the selected range as the chart title.

You can create more than one chart for each spreadsheet or spreadsheet frame.

Updating chart data The chart is linked to the spreadsheet, so when you change data in the spreadsheet, ClarisWorks updates the data. Copying (or cutting) and pasting a chart severs its link to the spreadsheet data. If you then change the spreadsheet data, ClarisWorks won't update the pasted chart.
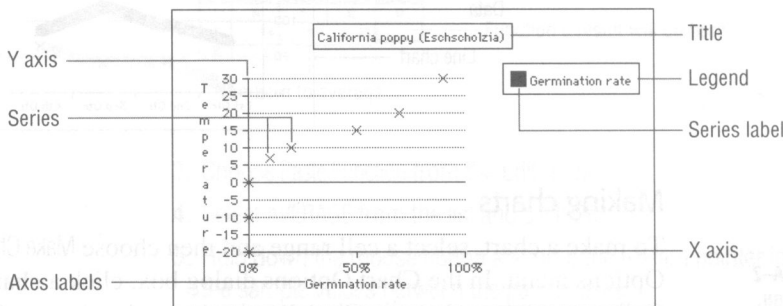
Customizing and restructuring charts

You can customize a chart's *elements* (the title, axes, series, series labels, or series symbols) for a new chart, or restructure an existing chart. Each chart type (this one is an X-Y scatter chart) contains most of the same elements.

To revise an existing chart, select the chart and choose Modify Chart from the Options menu.

In the Chart Options dialog box, select chart options and make your changes. To view other chart options, click the Gallery, Axis, Series, Labels, and General buttons and choose among the different options that appear. When you're satisfied with the chart, click OK.

Use this option in the Chart Options dialog box	To set or change
Gallery	The chart type
Axis	The scale and tick marks on an axis
Series	The format and symbol for the series (value)
Labels	The position and format of the title and legend
General	The chart range, series orientation (in rows or in columns)
	How number data (if any) in the top row or left columns is to be treated (plotted or used for labels)

> **Note** ClarisWorks provides numerous techniques for setting and changing the chart's elements. Feel free to experiment with the various techniques for working with chart elements described in onscreen Help. If you don't like the results, choose Undo from the Edit menu or Revert from the File menu, or delete the chart and make a new one.

Deleting, copying, or moving a chart

A chart is an object that you can delete, cut, copy, move, or resize. To start, select the chart by clicking its frame. A selected chart has handles.

Choose Topics A–Z from the ? menu.

Cut or copy a chart
Move or resize a chart

| To	Select the chart and then
Cut or copy a chart	Choose Cut or Copy from the Edit menu. Cutting or copying a chart breaks its link to the chart's spreadsheet.
Delete a chart	Press Delete
Move a chart to another location in the same document	Drag it to a new position (not by a handle). Moving a chart maintains the link to the chart's spreadsheet.
Resize a chart	Drag one of its handles
Scale a chart to a specific percentage	Choose Scale Selection from the Options menu and enter percentages to scale the chart horizontally and vertically
Hide a spreadsheet frame under a chart	If necessary, resize the spreadsheet frame to make it smaller than the chart. Then select the chart and drag it over the spreadsheet.
Bring a hidden spreadsheet frame back into view	Choose Move to Back from the Arrange menu

Changing a chart's appearance

Because a spreadsheet chart is an object, you can change the chart's appearance by selecting all or part of it and using the fill and pen palettes and text formatting commands.

Original chart

Enhanced chart
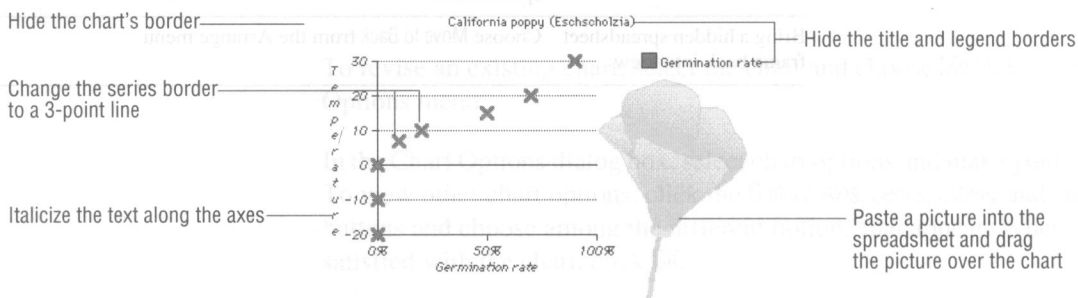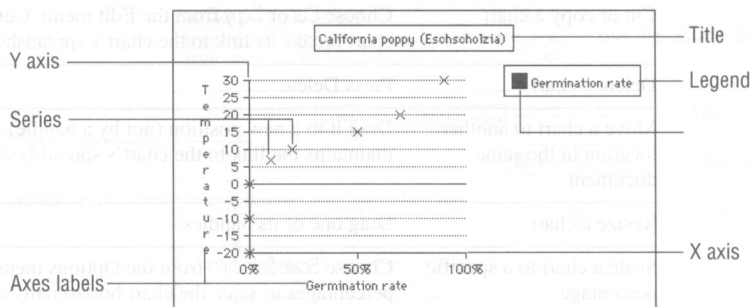
Try some of the following techniques using the fill and pen palettes. (For information on using the pen and fill palettes, see "Changing lines, borders, colors, and patterns" on page 4-8.) The effect you achieve varies with the type of chart. Feel free to experiment. If you don't like the results, use Undo in the Edit menu or Revert in the File menu, or delete the chart and make a new one.

To	Select the chart or chart element, and then
Change the background of the chart, title, or legend label	Choose from the fill color, pattern, or gradient palettes
Change the chart or title border or the axis line	Choose from the pen color, pattern and width palettes

To	Select the chart or chart element, and then
Hide the chart or title border or the axis line	Choose None from the pen width palette
Change the appearance of text along an axis	Choose Font, Size, Style, or Text Color from the Format menu and an option from the submenu
Change the color, pattern, or border of a series (for example the bars on a bar chart)	Click the legend once, and then choose from the fill and pen palettes
Make a chart or the series (for example the bars on a bar chart) transparent	Choose the transparent icon 🔲 from the fill pattern palette

Adding pictures or a text frame

ClarisWorks provides you with several methods for adding pictures to a spreadsheet. You can also add text frames to create special effects. Pictures or text frames that you add to a spreadsheet are objects, and can be moved and manipulated just as other objects can. See "What are objects?" on page 4-3 for more information about objects.

Choose Topics A–Z from the ? menu.

Create frames
Draw objects

Note Pictures (and frames) are layered on top of the spreadsheet. You can't place a picture in the entry bar or directly in a spreadsheet cell.

Copy or insert a picture from another document
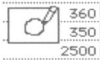
Draw a rectangle and fill it with a gradient

Type in a text frame, rotate the frame, and drag it over the rectangle

Monday	
Session 1	9:00-9:50
Session 2	9:55-10:45
Session 3	10:50-11:40
Lunch	
Session 4	1:00-1:50
Session 5	1:55-2:45
Break	
Session 6	3:00-3:50

Purchase
$32,810.97
$29,682.28

Start by choosing Show Tools from the View menu to display the tool panel.

To	Do this	Example
Draw directly in the spreadsheet	Select a drawing tool, move the pointer into the document, and drag to create an object.	360 350 2500 1800
Add a paint frame to a spreadsheet	Select the paint tool [✏], move the pointer into the document, and drag to create the frame. Now you can use the painting tools to paint in the frame.	360 350 2500
Add a text frame	Select the text tool [A] and click once in the spreadsheet. Select a font, size, and style, and then type your text.	1994
Display handles on a frame so you can treat it as an object	Click the frame once.	1994

For information on	Choose this from Topics A–Z in Help
Copying and pasting pictures in documents	Copy and paste objects
Inserting (importing) pictures created in another application	Insert documents

Chapter 7: Working with databases

This chapter describes how to design a ClarisWorks database document to help you manage information. ClarisWorks makes it easy for you to create a database, enter your data, and format it in different layouts. Once a database contains records, you can search through and sort them, change the data they contain, and design and print a report of some or all the data.

All database features, including procedures, shortcuts, and troubleshooting, are described in onscreen Help.

When to use a database

Use a database to:

- maintain address lists, and then print names and addresses onto labels, form letters, and personalized notices

- maintain customer lists for automated mass mailings, or information about guests and vendors for parties and events

- create attractive inventory tracking systems and invoices

- create lists you need to sort, such as bibliographies for school papers

- catalog recordings, stamps, and other collections

Database basics

Before you begin to work with ClarisWorks database documents, you should be familiar with general database concepts and the basics of setting up a database and entering information.

What's a database?

A database is a collection of related information, or data, which you can sort, search through, and print as needed. Using a database, you can organize and analyse information so that you understand its significance.

These are the elements that make up a database.

Each category is a *field*

Name	Chris Van Gough
Month	February
Contribution	4.56
Name	Pat Wong
Month	January
Contribution	10
Name	Elena Galdez
Month	February
Contribution	10.65

A set of fields is a *record*

The information in each field is a *value*. Values can be text, numbers, dates, times, or formulas that calculate values.

Using Browse, Find, and Layout
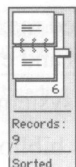
Choose Topics A–Z from the ? menu.

Find or match records
Set up a layout
View data different ways
View records

In ClarisWorks there are three ways to work with your database—Browse, Find, and Layout—which you select using the corresponding commands in the Layout menu.
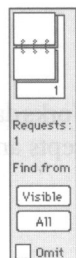
Records: 9
Sorted

Name	Chris Van Gough
Month	February
Contribution	4.56
Name	Pat Wong
Month	January
Contribution	10

In Browse, you add, change, and delete records

Requests: 1
Find from
Visible
All
☐ Omit

Name
Month February
Contribution

In Find, you search for particular records to work with

Body

Name Name
Month Month
Contribution Contribution

In Layout, you design the way you want the data to appear when viewed or printed

Getting started with databases

When you open a new database document, you begin by defining fields. The *field definition* consists of the field name, field type (such as text or number), and other options. Once you have defined the fields, you make new records and enter values (*data*) in the fields.

Example—creating a simple database

In this example, you set up a database with two fields and three records.

Part 1: Start a new database document

1. Start ClarisWorks.
2. Click Create a ClarisWorks document.
3. Click Continue.
4. Double-click Database in the New Document dialog box.

   Note If ClarisWorks is already running, you can choose New from the ClarisWorks File menu and double-click Database.

You see the Define Fields dialog box, where you set up database fields.

New field names appear here ——

Type the field names here
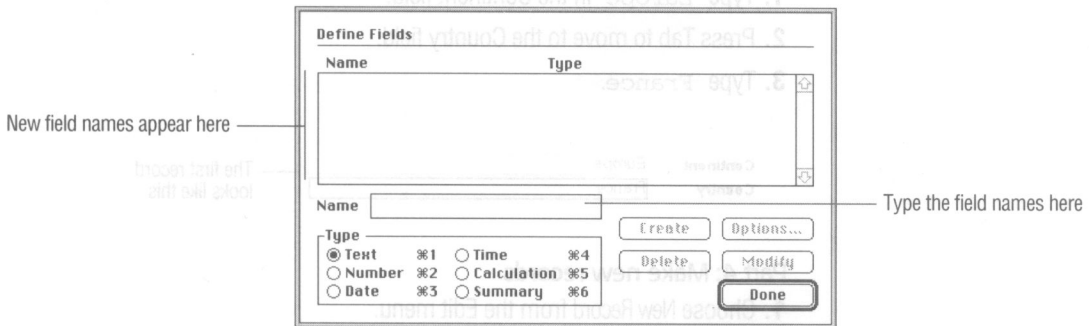
Part 2: Define two fields

1. Type `Continent` in the Name box and click Create.

2. Type `Country` (replacing the field name Continent) in the Name box and click Create.

Define Fields	
Name	**Type**
Continent	Text
Country	Text

3. Click Done.

You see the first record of your database.

Field names   Type field values here

Continent

Country

Part 3: Enter two values into the fields

1. Type `Europe` in the Continent field.

2. Press Tab to move to the Country field.

3. Type `France`.

Continent	Europe
Country	France

— The first record looks like this

Part 4: Make new records

1. Choose New Record from the Edit menu.

A new record appears under the first record.

2. Choose New Record from the Edit menu again, so a total of three records appears in the database.

Part 5: Finish entering data in the new records

1. In the second record, type `Asia` in the Continent field and `Japan` in the Country field.

2. In the third record, type `South America` in the Continent field and `Brazil` in the Country field.

Continent	Europe
Country	France
Continent	Asia
Country	Japan
Continent	South America
Country	Brazil

Your database with three records

Tip Save this database and use it to practice the other database operations described in this chapter and in onscreen Help. For example, you can try adding different field types, change the layout of the fields, and search for particular records.
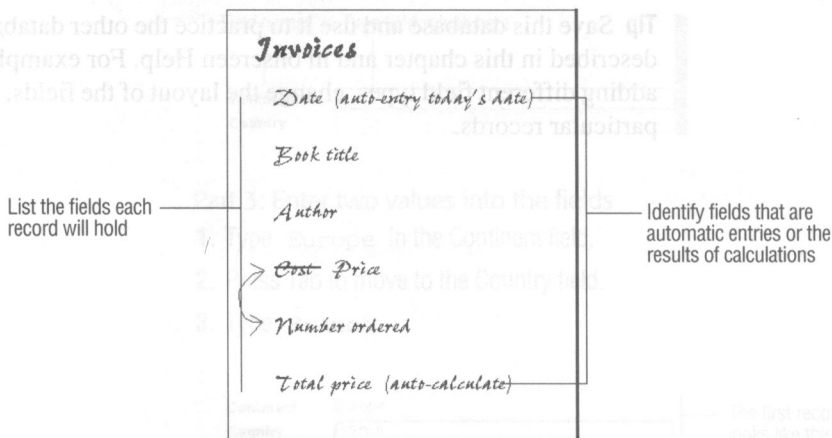
Designing a database

Before you create a database with ClarisWorks, it's a good idea to plan your database design on paper. Doing so reduces the time and effort of redesigning and avoids possible loss of data. When planning your database, determine:

- what you want the database to accomplish
- which fields the database will contain and the type of data they'll hold
- what each record in the database will represent (for example, an employee or an invoice)
- how the database can help you work more efficiently, by using options such as formulas and automatic data entry

Choose Topics A–Z from the ⑦ menu.

About databases
Design a database

List the fields each record will hold

Invoices

Date (auto-entry today's date)

Book title

Author

Cost   Price

Number ordered

Total price (auto-calculate)

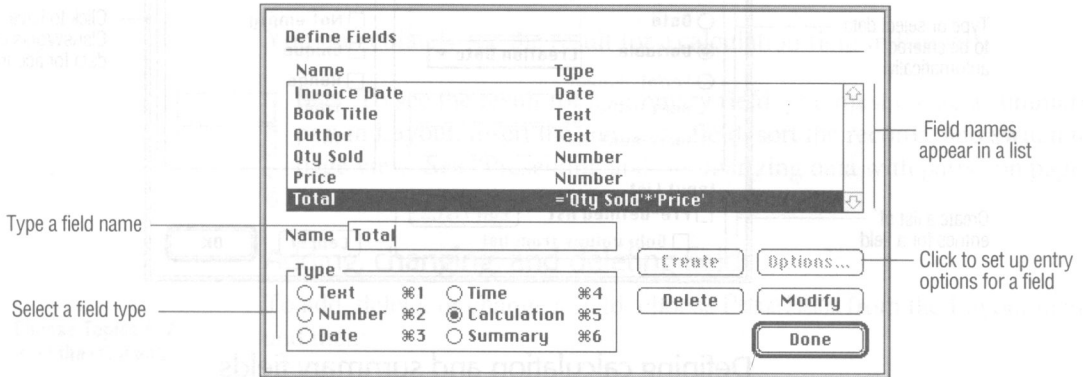Identify fields that are automatic entries or the results of calculations

Defining database fields

Once you plan the design of your database, the next step is to define the fields to store the data. When you define a field, you give it a name and select a field type to determine what kind of data (for example, numbers or a date) can be stored in the field. You can also define a field to perform a calculation based on the values of other fields. When you open a new database document, you see the Define Fields dialog box, where you set up database fields.
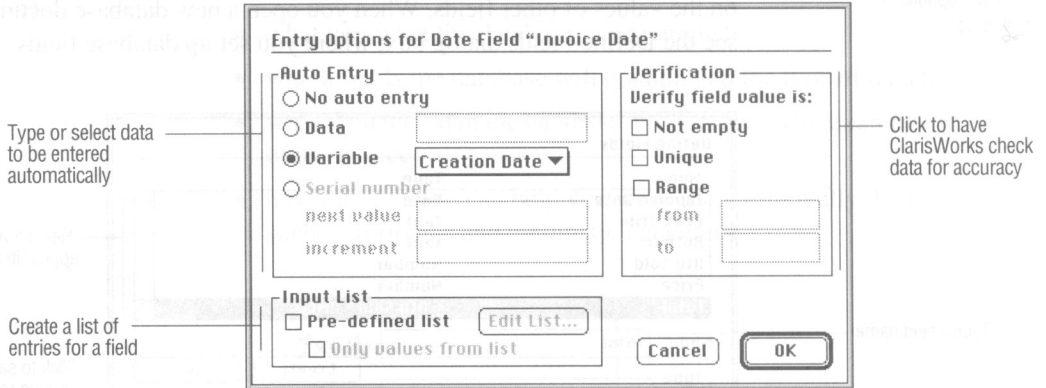
Type a field name ———

Select a field type ———

Define Fields

Name	Type
Invoice Date	Date
Book Title	Text
Author	Text
Qty Sold	Number
Price	Number
Total	='Qty Sold'*'Price'

——— Field names appear in a list

Name Total

Type
- ○ Text ⌘1
- ○ Number ⌘2
- ○ Date ⌘3
- ○ Time ⌘4
- ● Calculation ⌘5
- ○ Summary ⌘6

Create   Options...
Delete   Modify
Done

——— Click to set up entry options for a field

To define fields in an existing document, choose Define Fields from the Layout menu. You can also change the format of numbers, dates, and times for existing fields. See "Changing the appearance of data" on page 7-24 for more information.

You can define a field to have ClarisWorks automatically enter data when you create records by setting up *entry options*. To set up entry options for a field, select the field from the list in the Define Fields dialog box and click the Options button.
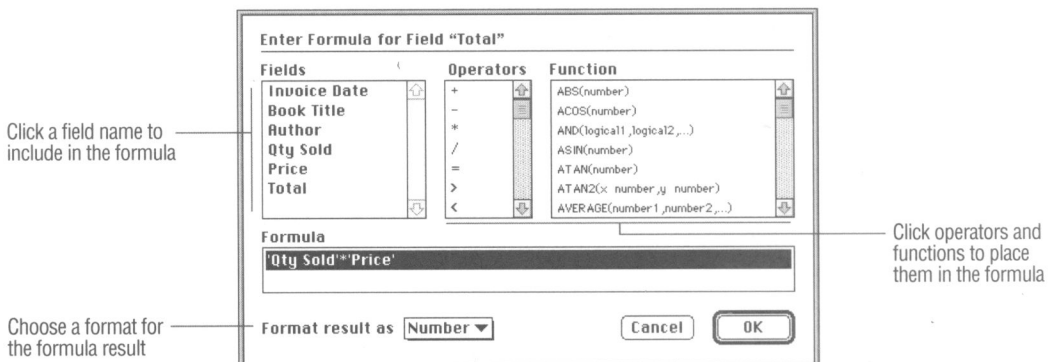
Type or select data to be entered automatically

Create a list of entries for a field

Entry Options for Date Field "Invoice Date"

┌─Auto Entry─
○ No auto entry
○ Data
◉ Variable   Creation Date ▼
○ Serial number
  next value
  increment

┌─Verification─
Verify field value is:
☐ Not empty
☐ Unique
☐ Range
  from
  to

┌─Input List─
☐ Pre-defined list   Edit List...
  ☐ Only values from list

Cancel   OK

Click to have ClarisWorks check data for accuracy

Defining calculation and summary fields

You define a field type as a calculation or summary field when you want the value in the field to be the result of a formula. This formula can include values from one or more other fields in the database, operators, functions, and constant values.

For example, suppose you have a database that contains two number fields, Qty Sold and Price, and one calculation field, Total. You can set up a formula in the calculation field to multiply the values in the two number fields. Then, each time you type values in the Qty Sold and Price fields, the formula multiplies those values and displays the result in Total.

Enter Formula for Field "Total"

Click a field name to include in the formula

Fields	Operators	Function
Invoice Date	+	ABS(number)
Book Title	–	ACOS(number)
Author	*	AND(logical1 ,logical2 ,...)
Qty Sold	/	ASIN(number)
Price	=	ATAN(number)
Total	>	ATAN2(x number ,y number)
	<	AVERAGE(number1 ,number2 ,...)

Formula

'Qty Sold'*'Price'

Click operators and functions to place them in the formula

Choose a format for the formula result

Format result as Number ▼   Cancel   OK

You enter a formula for a calculation or summary field just as you do for a spreadsheet cell (see "Working with formulas" on page 6-12). The type of operation a formula performs depends on the field type of the values it calculates and whether the formula's field type is calculation or summary.

- Use calculation fields to calculate a result from values in other fields in the current record.

- Use summary fields to calculate a result from multiple records in the database.

You immediately see the result for a calculation field in Browse.

Note To see the result for a summary field, you must create a summary part in Layout, insert the summary field, sort the records, and switch to page view. See "Presenting and summarizing data with parts" on page 7-24 for information about summarizing data.

Adding, changing, and deleting fields

Change a field definition
Define fields
Delete fields

To add, delete, or change a field, choose Define Fields from the Layout menu, and then:

To	Do this
Add a field	Type the name of the new field, and click Create.
Delete a field	Select the name of the field, and click Delete.
Change a field type or name	Select the name of the field, change the name or click on a new type, and then click Modify.
Change a calculation or summary formula	Select the name of the field, click Modify, make your changes to the formula, and then click OK.
Change field entry options	Select the name of the field, click Options, make your changes in the dialog box, and then click OK.

Important Be careful when you change fields that contain data. If you change the field type you may lose data.

You can remove a field or field name from a layout without affecting its data by deleting it in Layout (see "Editing a layout" on page 7-22). Do not delete the field in the Define Fields dialog box unless you want to permanently remove the field from the entire database.

Entering and editing data

When you finish defining the database fields, you see them displayed in Browse in a standard layout. You can now start entering data.

You enter data in Browse by selecting a field and typing a value in it. (You can't select a field that contains a formula, because the calculated value is entered for you.)

Choose Topics A–Z from the ? menu.

Edit data in fields
Enter data in fields
Find and change information in fields
Move through a database
Records

Use the bookmark to move quickly through records

Current number of records

Bar shows active record

Invoice date	5/1/94
Book title	For Whom the Bell Tolls
Author	Hemingway
Qty sold	15
Price	6.95
Total	104.25

Records: 2
Unsorted

Invoice date	5/16/94
Book title	
Author	
Qty sold	
Price	
Total	0

Fields for one record

To select a field, click within its borders

Click outside a field border to select the whole record

Field names in a standard layout–stacked vertically in the order you created them

Note If the entire record becomes highlighted, you clicked outside a field and selected the whole record. You must click within the field borders to select a field. Press Enter to deselect the record and try again, or make the first field active by pressing Tab.

To	Do this
Move to the next field	Press Tab.
Move to the previous field	Press Shift-Tab.
Edit data in a field	Select the field and edit the data.
Insert a tab within a field	Press 2 -Tab.
Enter the current date in a date field, or time in a time field	Press 2 -Hyphen.
Enter a date, time, or number	Use numerals and punctuation characters.
Choose a value from a predefined list	Double-click the field you want or select the value and press Enter. (You see the predefined list when you select the field.)

Adding records

To add a new record, choose Browse from the Layout menu, then choose New Record from the Edit menu. ClarisWorks displays the record in the current layout, and increases the record number in the status area by one. You can quickly add a new record by typing 2 -R.

Changing the tab order

The *tab order* is the order in which fields are selected when you press Tab to move from one field to the next. The tab order is preset to the order in which you created the fields. Changing the tab order does not rearrange the fields— it simply changes the order of field selection when you press Tab.

To change the tab order, choose Tab Order from the Layout menu, and click Clear, then move the field names into the Tab Order list box in the order you want to enter data in them. To move a name, click the field name in the Field List and click Move.

Working with records

Once you enter data and create records, you can work with records in various ways. For example, you can delete one or more records at a time, or copy a record and then paste it into another document, application, or database.

Duplicating records

Duplicating records saves time if the records are similar—you can change only the fields that are different and avoid retyping information in other fields.

To duplicate a record, select the record by clicking anywhere outside a field and then choose Duplicate Record from the Edit menu. ClarisWorks adds the record to the end of the database and places the insertion point in the first field, ready for you to enter data.

Choose Topics A–Z from the ? menu.

Add records

Choose Topics A–Z from the ? menu.

Change the tab order of fields

Choose Topics A–Z from the ? menu.

Records

Choose Topics A–Z from the ? menu.

Duplicate records

Deleting, copying, and pasting records

To delete a record, select the record by clicking anywhere outside a field and then choose Delete Record from the Edit menu. If you change your mind, before you do anything else, choose Undo from the Edit menu and the record will be restored.

To copy and paste a record, select the record by clicking anywhere outside a field, and choose Copy and then Paste from the Edit menu. A copy of the record is added at the end of the database.

Choose Cut from the Edit menu to temporarily delete a record that you want to move or paste back in later. Remember, though, that if any other records or text are copied or cut in the meantime, the record will be lost.

Moving through records

You can use the record book to quickly browse through records.

Click to go to the previous record

Click to go to the next record
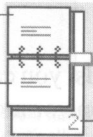
Drag to move across many records at once

Click here, type the number of the record you want to go to and press Return

To go to the same field in the next record, press 2 -Return. To go to the same field in the previous record, press 2 -Shift-Return.

Viewing records

You can view records as a continuous list, one record at a time, or as they will be printed on the page.

To	Do this	Example
View records as a continuous list	Select List View in the Layout menu.	Customer Adventure·Books Address 100·Aspen·Lane City Durango State CO Postal 99332 Customer Book·Cellar Address 23·State·St. City Portland State OR Postal 97201 Customer Cooks·and·Books Address 45·First·St.
View one record at a time	Deselect Page View in the View menu and then deselect List View in the Layout menu.	Records: 9 Customer Adventure·Books Address 100·Aspen·Lane City Durango State CO Postal 99332
View the records as they will print on pages	Select Page View in the View menu.	Records: 16 Unsorted Adventure·Books 100·Aspen·Lane Durango CO 99332 Cooks·and·Books 45·First·St. Belmont CA 94002

Selecting and hiding records

You can select and hide individual records, or a range of records. Hidden records are not included in summary calculations and are not printed.

To	Do this	Example
Select a record	Click anywhere in the record, outside of a field.	Customer Cooks-and-Books Address 45-First-St. City Belmont State CA Postal 94002 Customer Equestrian-Books Address 12-Main-St. City Woodside State CA Postal 94072 Click here
Select multiple records	Drag through the records you want to select, or select a record and then Shift-click another record to extend the selection.	Customer Adventure-Books Address 100-Aspen-Lane City Durango State CO Postal 99332 Customer Book-Cellar Address 23-State-St. City Portland State OR Postal 97201 Customer Cooks-and-Books Address 45-First-St.
Hide unselected records	Select the record(s) you don't want to hide, and then choose Hide Unselected from the Organize menu.	**Before** Adventure-Books 100-Aspen-Lane Durango CO 99332 Book-Cellar 23-State-St. Portland OR 97201 Cooks-and-Books 45-First-St. Belmont CA 94002 Equestrian-Books 12-Main-St. Woodside CA 94072	**After** Book-Cellar 23-State-St. Portland OR 97201 Cooks-and-Books 45-First-St. Belmont CA 94002

To	Do this	Example
Hide selected records	Select the record(s) you want to hide, and then choose Hide Selected from the Organize menu.	**Before** Adventure·Books 100·Aspen·Lane Durango CO 99332 Book·Cellar 23·State·St. Portland OR 97201 Cooks·and·Books 45·First·St. Belmont CA 94002 Equestrian·Books 12·Main·St. Woodside CA 94072 **After** Adventure·Books 100·Aspen·Lane Durango CO 99332 Equestrian·Books 12·Main·St. Woodside CA 94072 Titan·Books 78·South·St. Austin MN 55912 Treetop·Books 23·Forest·Ave. Oakland CA 94220
Deselect records in a selection or select non-contiguous records	2 -click the record.	Customer Adventure·Books Address 100·Aspen·Lane City Durango State CO Postal 99332 Customer Book·Cellar Address 23·State·St. City Portland State OR Postal 97201 Customer Cooks·and·Books Address 45·First·St. City Belmont State CA Postal 94002 2 -click to deselect or reselect
Show all records	Choose Show All Records from the Organize menu.	Adventure·Books 100·Aspen·Lane Durango CO Postal 99332 Book·Cellar 23·State·St. Portland OR Postal 97201 Cooks·and·Books 45·First·St. Belmont CA Postal 94002

Sorting records

You can sort records alphabetically or numerically based on the fields you specify. Hidden records are not sorted.

To sort records, choose Sort Records from the Organize menu.

Order fields from first to last

Select fields to sort by and move to Sort Order list

Sort Records

Field List		Sort Order
Customer	Clear	.⎍ State
Address	Move	.⎍ Customer
City	OK	
State	Cancel	
Postal		
File		

.⎍ ◉ Ascending order
⎍. ○ Descending order

Select sort order for selected fields
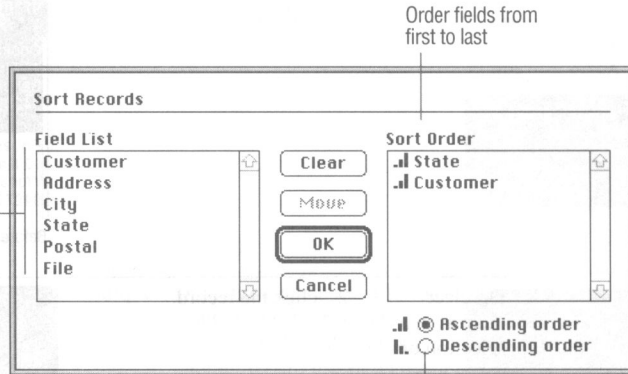
Cooks-and-Books
45-First-St.
Belmont   CA
94002

Equestrian-Books
12-Main-St.
Woodside   CA
94072

Treetop-Books
23-Forest-Ave.
Oakland   CA
94220

Adventure-Books
100-Aspen-Lane
Durango   CO
99332

After sort, records are sorted by State, then by Customer

Finding records

There may be times when you want to view, update, or print a specific group of records. You can create a find request to find and display only the records that satisfy the search criteria that you set.

To create a find request, choose Find from the Layout menu, type the search criteria into the sample record, and then press Return to perform the search.

The status panel changes in Find view

1

Requests:
1

Find from

Visible

All

☐ Omit

Customer	
Address	
City	
State	
Postal	
File	

Type the value you want to find in one or more fields

Click to show all except found records

Apply the search criteria to only visible or all records

After the search, ClarisWorks displays the results in Browse.

To narrow your search, you can use relational operators (such as "<" and ">"), enter values in multiple fields, or require that a record meet *either* one set of search criteria *or* another. There are many ways of combining different search methods. The following table provides some common examples.

To find	Do this in the sample record	Example
Only records that contain a particular value	Type the value in the field.	Restaurant [ ] Type [Italian] City [ ] Avg. $$$ [ ] Date Visited [ ] **Finds the Italian restaurants**
Only records that contain a set of specific values	Type the set of values in the fields of the record.	Restaurant [ ] Type [Italian] City [Yountville] Avg. $$$ [ ] Date Visited [ ] **Finds the Italian restaurants in Yountville**
All records that contain one or the other set of values	Type the first value or set of values in the record, choose New Request from the Edit menu, and then enter the second value or set of values in the new record.	Restaurant [ ] Type [Italian] City [ ] Avg. $$$ [ ] Date Visited [ ] Restaurant [ ] Type [ ] City [Calistoga] Avg. $$$ [ ] Date Visited [ ] **Finds the Italian restaurants and any restaurant in Calistoga**
All records that do not contain a specific value	Type '<>' before the value (or type the value and click the Omit box).	Restaurant [ ] Type [ ] City [<>Napa] Avg. $$$ [ ] Date Visited [ ] **Finds all restaurants not in Napa**
Records with a value less than a specific number	Type '<' before the value.	Restaurant [ ] Type [ ] City [ ] Avg. $$$ [<10] Date Visited [ ] **Finds restaurants with average meal prices less than $10**

Note When you sort, search for, or hide records, the currently displayed records are renumbered as a set, beginning with 1 for the first record in the current set. To redisplay all records in the database, select Show All Records from the Organize menu.

Matching records

To find records that require complex find requests, use the Match Records feature in Browse.

Choose Topics A–Z
from the ⑦ menu.

Match records using a formula
Use formulas and functions

Note When you *match* records, ClarisWorks selects the matching records and leaves all other records in the document open on the screen. When you *find* records, ClarisWorks shows the records it finds and hides the rest. To work only with the matching records, you can hide the others (choose Hide Unselected from the Organize menu).

To find matching records based on a formula, choose Match Records from the Organize menu. After the search, records that match the criteria are selected.

To	Do this	Example formula
Select only records that contain a particular value	Click the field name, click the '=' operator, and then type the value in quotes.	'Type'="Italian" **Selects Italian restaurants**
Select records that contain a value that is more than one value and equal to or less than another value	Click the AND (logical1, logical2,...) function, and then replace logical1, logical2,... with the values you want, separating each with a comma.	AND('Avg. Meal Prices'>5,'Avg. Meal Prices'<15) **Finds the restaurants with meal prices more than $5 but less than $15**
Select records that contain a date that is later than the specified date	Click the field name, click the > operator, and then use the TEXTTODATE function to specify the date.	'Date Visited'>TEXTTODATE("12/31/93") **Finds the restaurants visited in 1994**

Important You must surround specific search values with double quotes.

Working with layouts

When you work with a database in Browse, you see the fields arranged in a *layout*, an arrangement of fields, field labels, and other objects that determine the way data looks when it's displayed and printed.

ClarisWorks automatically creates the standard layout you see in Browse when you create a database. You can change the layout and create additional layouts for the same data, each one for a different purpose.

Understanding layouts

You create and work with layouts in Layout. You can use all the drawing tools and commands available in ClarisWorks to design your layouts. You don't enter or edit data in Layout, so creating or changing a layout has no effect on the data in the database.

To edit the current database layout, choose Layout from the Layout menu.

Add graphics and text

Drawing tools

Field labels and fields become objects in a layout

You can create five types of layouts.

Layout type	Description	Example	
Standard	Contains all the fields you have created for the document, stacked vertically, in the order you created them	Name Address 1 Address 2 City, ST ZIP	Name Address 1 Address 2 City, ST ZIP
		Field names to the left of each field	

Layout type	Description	Example
Columnar report	Shows and prints fields in columns	Header Name Address 1 A Body Name Address 1 A **Fields are arranged horizontally**
Blank	Contains no fields. You add the fields you want using the Insert Field and Insert Part commands in the Layout menu.	Body **Insert the fields and arrange them manually**
Labels	Shows and prints field contents arranged for use with mailing or other labels	Name Finds the Italian restaurants and any restaurant in Calistoga **Avery 5160/5260/5660 mailing label format**
Duplicate	Creates a copy of the layout you're currently using when you choose New Layout	

In all layouts, you can:

- add objects and other enhancements
- add, rearrange, or delete fields
- change the appearance of text
- change the format of numbers, dates, and times
- add layout parts to organize and summarize data (see "Presenting and summarizing data with parts" on page 7-24).
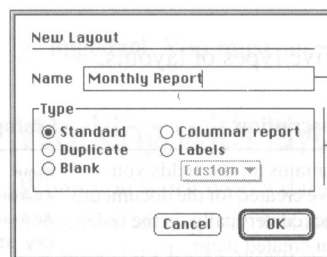
Creating a layout

To create a layout, choose New Layout from the Layout menu.

? **Choose Topics A–Z from the ? menu.**

Create a layout
Create a columnar layout
Create a mailing label layout

New Layout

Name Monthly Report ———————— Type the layout name (it will be added to the Layout menu)

Type
- ● Standard   ○ Columnar report
- ○ Duplicate   ○ Labels
- ○ Blank   Custom ▼   ———————— Select the layout type

Cancel   OK

New layout names are added to the bottom of the Layout menu. You can quickly change the layout of your data in Browse by selecting a different layout name from the menu.

To create a columnar layout, click Columnar Report in the New Layout dialog box and then click OK. Then move the field names to the Field Order list box in the order you want them to appear and click OK.

File	Customer	City	State
107	Adventure·Books	Durango	CO
106	Book·Cellar	Portland	OR
103	Cooks·and·Books	Belmont	CA

Columnar layout in Browse

Header File   Customer   City   State

Body   File   Customer   City   State

Columnar layout in Layout

To create a label layout, click Labels in the New Layout dialog box, choose the label style from the pop-up menu, and then click OK. If you choose Custom, you need to specify the size and number of the labels on the page. Then move the field names to the Field Order list box in the order you want them to appear on the label and click OK.

Name
Address 1
Address 2
City, ST ZIP

**Avery 5160/5260/5660 label
layout in Layout**

Adventure Books
100 Aspen Lane
Building 2, suite 300
Durango, CO 99332

**Avery 5160/5260/5660 label
layout in Browse**

Avery 5160/5260/5660 are the most common label sizes used for shipping and postal service mailers.

Editing a layout

To change the arrangement and appearance of data, you must be in Layout view. Fields and field labels appear as objects, and you can use the tool panel to make changes.

In Layout view, you can add, modify, or move a field or field label in the layout without changing the data in the database. The only thing you are changing is how the field appears in the layout.

> **Tip** When you work in Layout, it's often convenient to use two views of the document, one in Layout and the other in Browse, to see immediately how your changes look. Choose New View, and then Tile Windows from the View menu (see "Arranging windows" on page 2-14).

```
 ● File  Edit  Format  Layout  Organize  View
                    Restaurants:2 (DB)
  ▲ A
  ✛ ✐     Restaurant   │Restaurant        │
  ╲ □     Type         │Type              │
  ○ ○     City         │City              │
  ⌒ ◰  [Body]  Phone No. │Phone No.        │          —— Layout view
  ⌐ ▱
  ◇ ⬚
  ▨ □
 100 ▂◢◫ Page 1

                    Restaurants:1 (DB)
  ▢        Restaurant   Spaghetti Unlimited                  ⬆
           Type         Italian
           City         Springfield
           Phone No.    555-1234                             —— Browse view
       1
 ─────     Restaurant   Firenze's
 Records:  Type         Italian
 4         City         Bountiful
 Unsorted  Phone No.    245-0878                             ⬇
 100 ▂◢◫◰◫◧                                            ⬅▯
```
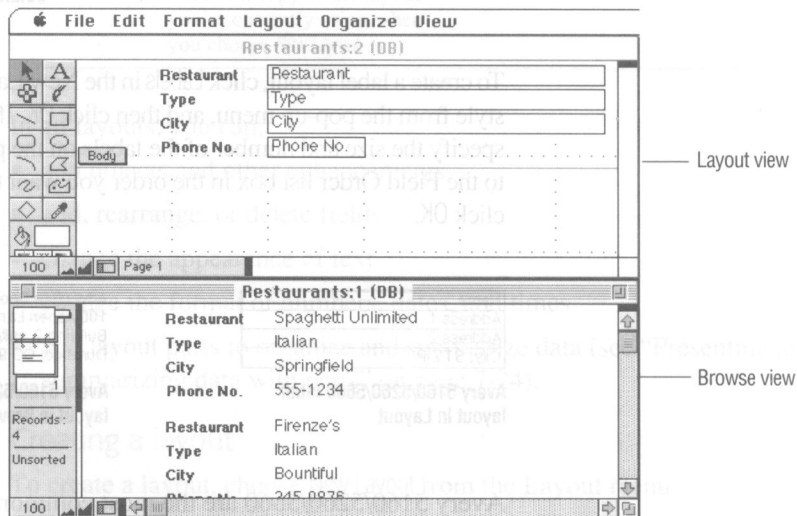
Changes you make in Layout are immediately displayed in Browse

You control the appearance of your data in Layout view.

To	Do this
Insert a field in the layout	Choose Insert Field from the Layout menu, select a field, and click OK.
Move a field or field name	Select the field or field name and drag it to a new location.
Align fields and field names	Hold down the Shift key, select the fields and field names you want to align, and then choose Align Objects from the Arrange menu.
Add text to the layout	Select the text tool [A], click in the document, and then type the text. Text added to the Header part appears only once; text added in the Body part is repeated with each record.
Add a picture	Use one of these methods: • Choose Insert from the File menu and then select the picture file using the Insert dialog box. • Copy and paste a picture from another document. • Use the drawing tools to draw directly in the layout. • Create a paint frame.

Duplicating, renaming, and deleting a layout

To duplicate, rename, or delete a layout, first choose the name of the layout from the Layout menu.

To	Do this
Duplicate a layout	Choose New Layout from the Layout menu, type a new name, select Duplicate, and then click OK.
Rename a layout	Choose Layout Info from the Layout menu, type a new name, and then click OK.
Delete a layout	Choose Delete Layout from the Layout menu, and confirm the deletion.

Changing the appearance of data

While in Layout, you can change the way text, numbers, dates, and times appear in Browse and when you print. You can work with layouts as they are or change them to suit specific purposes.

Setting text attributes

To set text attributes, choose Layout from the Layout menu, and then select the field you want to modify. To apply a text attribute to several fields at once, hold down Shift as you select the fields. See "Changing text appearance" on page 3-6 for more information about changing the appearance of text and using custom styles.

Changing the format of numbers, dates, and times

To change the format of numbers, dates, and times, choose Layout from the Layout menu, double-click the number, date, or time field, select the format you want, and then click OK.

Presenting and summarizing data with parts

You use database parts to present and summarize data on the screen and when printed. A standard layout has one part, a body, which contains the data from all current records. Other parts you can add are a header, sub-summaries, grand summaries (leading and trailing), and a footer.

To insert a layout part, first choose Layout from the Layout menu. Then, choose Insert Part from the Layout menu, and select the part you want to add.

Parts in Layout

Quarterly contributions

Header	Name	Month	Contribution
	Name	Month	Contribution
Body			
		Contributor total	Contributor total
Sub-summary by Name			
		Total contributions	Total contributions
Grand Summary			
	Quarterly contributions Q1 1995		page 1
Footer			

Summary fields are defined with the formula =SUM('Contribution')

Parts in Browse

A header part repeats information above the data on every page of a layout in a database document. You can place text or pictures here.

The body part contains the data from all current records

A grand summary contains one or more summary fields that summarize data in all records in a document. A leading grand summary goes above the information, and a trailing grand summary goes below.

A footer part repeats information below the data on every page of a layout in a database document. You can place text or pictures in a footer part.

A sub-summary part contains one or more summary fields that summarize data in a group of sorted records. It does not appear unless records are sorted by the field it summarizes (the Name field in this example).

Quarterly contributions

Name	Month	Contribution
Chris Van Gough	January	20.35
Chris Van Gough	February	4.56
Chris Van Gough	March	34.21
	Contributor total	59.12
Elena Galdez	January	20.1
Elena Galdez	February	10.65
Elena Galdez	March	30.23
	Contributor total	60.98
Pat Wong	January	10
Pat Wong	February	45.91
Pat Wong	March	20.34
	Contributor total	76.25
	Total contributions	196.35

Quarterly contributions Q1 1995   page 1

Note A header or footer part differs from a page header or footer. A page header or footer is text or pictures that appears at the top or bottom of a page in any ClarisWorks document (except communications). It appears on every page of a document, unless you create a title page using the Document command. A header or footer part works only in database documents and appears even if the document has a title page.

To add a header or footer to a database document, choose Insert Header or Insert Footer while working in Browse. The command is not available while working in Layout.

Copying summary data

You can copy data in summary fields when you're in page view and a sub-summary, leading grand summary, or trailing grand summary exists. For example, you could copy values from summary fields into a spreadsheet and then display a bar chart using those values.

To copy the data, select the field, and then choose Copy Summaries from the Edit menu to copy the data in the field to the Clipboard. Open the application or window, and then choose Paste from the Edit menu to paste the data where you want it.

Resizing and deleting parts

To	In Layout, do this
Resize a part	Move the pointer over the line dividing the parts until it looks like this ‡ , and then drag the line to resize the part area.
Delete a part	Delete all fields in the part, move the pointer over the line dividing the parts until it looks like this ‡ , and then drag the line up or down until the part disappears.

Importing databases from other applications

You can import a database created in another application as a database document if ClarisWorks supports the format.

To import the database, choose Open from the File menu, and then choose a file format from the File Type pop-up menu. See onscreen Help for more information.

ClarisWorks supports these formats:

Supported format	Used by
AppleWorks DB	AppleWorks
ASCII text	Most applications
DBF	dBASE files
DIF	Some spreadsheet applications, database applications, and AppleWorks
MS Works 2.0 DB	Microsoft Works 2.0
SYLK	Spreadsheet applications such as Claris Resolve, Wingz, and Microsoft Excel

Note Any changes you make in ClarisWorks only affect the ClarisWorks document—the other application's copy remains untouched.

Inserting data from other applications

You can insert a database created in another application into an existing ClarisWorks document if ClarisWorks supports the format.

The process for inserting a database requires that you specify the specific fields you want to insert and the fields in the ClarisWorks database document that will receive the data. See onscreen Help for more information.

Important You should make a backup copy of your ClarisWorks database document before you insert a database from another application.

Printing a database document

You print a database document in Browse or Layout. In Browse, the Print dialog box gives you the option of printing the current record or all visible records.

Printing labels

You can print labels on continuous sheets or on individual sheets of label stock. Before printing labels on label stock, make one or more trial printouts on plain paper to make sure the spacing is correct and that all the text prints within the label boundaries. You may have to make the fields in the layout slightly smaller to fit within the label.

ClarisWorks sets the layout margins automatically when you use a preset Avery label layout. If you print custom labels on a laser printer, you must set the layout margins yourself. For more information, see "Setting margins" on page 2-24.

Closing up space when you print

When you print labels, unused spaces created by blank fields are closed up and don't print. When you print from any other layout, field data is preset to print as it appears on the screen.

To change the layout of the data when it prints, choose Layout Info from the Layout menu, then select the settings you want. You can control the number of columns and close up unused spaces to the left of or above fields. Your settings apply to the entire layout, not to just the selected fields.

So that space closes as you intended, make sure that:

- the fields don't touch each other
- you align fields first (by choosing Align Objects from the Arrange menu)
- fields you want to close up are the exact same size

Chapter 8: Beyond the basics

Use the features covered in this chapter to help you make the most of ClarisWorks. With these features, you can combine different document types, make presentations, automate the way you work, and easily share data with other documents and applications.

This chapter gives instructions for using frames, master pages, the slide show, QuickTime movies, mail merge, electronic mail, shortcuts and macros, and Publish & Subscribe. All features, including procedures, shortcuts, and troubleshooting, are described in onscreen Help.

Linking frames

About frames
Link frames
Unlink frames

You can link a series of text, paint, or spreadsheet frames to break up information that's normally confined to one area of a document. You can then move and resize frames to control the layout of your document.

Link text frames from complex page layouts
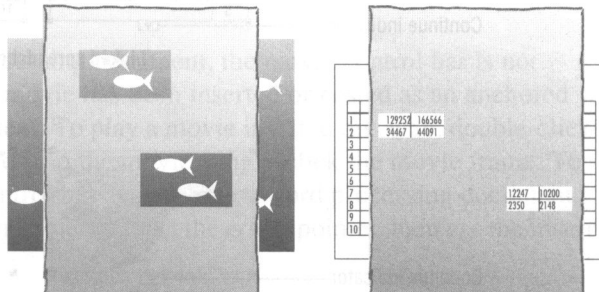
Link paint or spreadsheet frames to show parts of a painting or spreadsheet

When you create linked frames, you see *indicators* that provide information about the frames. A *link indicator* shows that the frame is linked to another frame. Anything you type, paste, or paint into the first frame continues into the next frame. A *continue indicator* shows that the frame contents extend beyond the last frame.

Top-of frame indicator

Autem Vel

Ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex easden commodo

consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit

Link indicator

Text overflow indicator

Continue indicator

Linked text frames

	A	B
1		
2		
3		
4		
5		

	A	B
6		
7		
8		
9		
10		

Continue indicator

Linked spreadsheet frames

Continue indicator

Linked paint frames

You can create linked frames in a word processing, spreadsheet, draw, or database (in Layout) document but you can't link frames in a paint document. Also, you can't link existing frames or frames of different types. For example, you can't link a text frame to a spreadsheet frame.

To link frames, choose Frame Links from the Options menu. Select the text $\boxed{A}$, spreadsheet $\boxed{\oplus}$, or paint $\boxed{\mathscr{O}}$ tool from the tool panel and drag the pointer to draw a frame. Click once outside the frame. (To draw a text frame in a word processing document or a spreadsheet frame in a spreadsheet document, press Option while you draw the frame.)

Click the continue indicator and then draw the next frame. After you draw the frames, you can resize them, enter and edit information in them, and arrange the linked frames in your document.

> **Viewing empty frames**   Empty linked text frames do not show when you are adding new ones. You can add a border by selecting the frame and choosing a width from the pen width palette.

Working with QuickTime movies

If you've installed the QuickTime extension in your system, you can add QuickTime movies to your documents, play them on the screen, and make simple changes.

You can work with QuickTime movies in word processing, draw, and spreadsheet documents, and in Layout of a database document.

Adding a movie to a document

You can import, insert, or paste a movie into any document type except communications. See "Importing and exporting documents" on page 2-11 for more information.

> **Note**   In a word processing document, the movie control bar is not available when the movie has been inserted or pasted as an anchored picture in a line of text. To play a movie inserted this way, double-click the movie frame. To stop the movie, single-click the movie frame. To make the movie control bar available in a word processing document, insert the movie as an object (select the arrow pointer, then use the Insert command).

Setting movie options

You can control how a movie plays in a ClarisWorks document by clicking the movie object so it appears with handles and choosing Movie Info from the Options menu.

Playing a movie

Use the movie control bar to play a QuickTime movie from beginning to end, in segments, or only a selected part. You can also play a movie at different rates of speed.

Handle

Control badge

Click the control badge to
see the movie control bar

Volume control–click to
open, and drag the slider to
the volume level you want

Forward/reverse slider

Play/Stop button   Play bar   Step (forward and reverse) buttons

Movie control bar
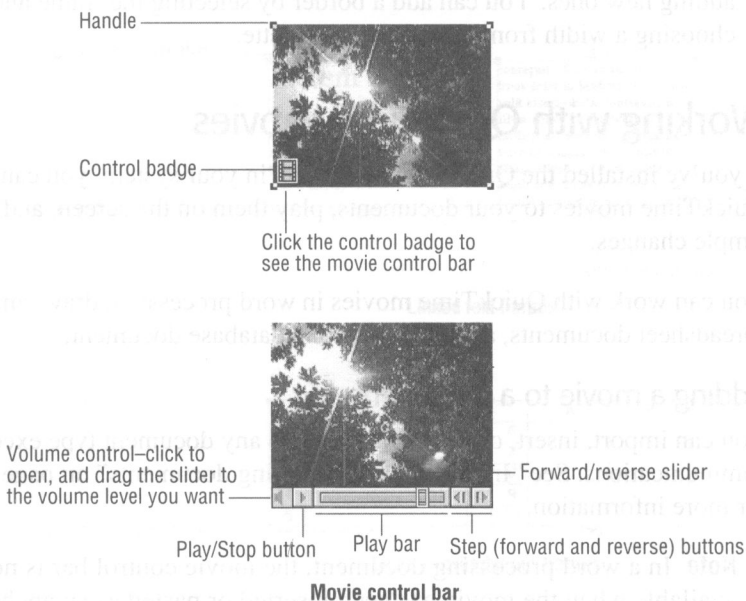
Editing a movie

You can cut, copy, paste, or delete parts of a movie. You can also create additional movies by making a selection, cutting or copying it, and pasting it as an object in the document. For information about how to edit a movie, see onscreen Help.

Creating a slide presentation

You can set up and run a slide presentation from ClarisWorks. You use the ClarisWorks application as the slide projector, the pages of a ClarisWorks document as the slides, and your computer monitor as the screen.

? **Choose Topics A–Z
from the ? menu.**

About slides
Add a background or border to
pages
Add a movie to a slide show
Create slides
Set up documents

In a ClarisWorks presentation you can:

1 set an automatic time advance for the slides

1 use a fade transition between slides

1 include QuickTime movies

1 show the same series of slides repeatedly

1 add a background using a master page

Creating the slides

To create slides, open or create a document. You can make a presentation from any document type except communications.

In a word processing document, the number of slides matches the number of pages. For all other document types, you need to set the number of slides you want to include in your presentation.

For this type of document	Do this
Draw	Choose Document from the Format menu and enter the number of pages (one page per slide) across and down. The slide show is preset to run across and down.
Paint	Choose Document from the Format menu and enter the number of pixels (72 to an inch) across and down. Larger paintings may appear on multiple slides.
Spreadsheet	Choose Document from the Format menu and enter the number of columns across and rows down. With the preset column width and row height, a single page (slide) contains 7 columns across and 50 rows down. Larger spreadsheets may appear on multiple slides.
Database	Set up a layout that displays one record per page (slide)—one record does not automatically equal one slide.

Enter the information you want on each page. To see what will appear on each slide, choose Page View from the View menu.

Setting up the slides

Once you have created slides on the pages of a document, you can set up the slide show, reorder the slides, and specify visual effects. If you are running QuickTime, you can also include QuickTime movies in the slide show. To run a slide show using the preset options, skip to "Showing the slides" on page 8-7.

To set slide options, choose Slide Show from the View menu. In the Slide Show dialog box, change options to customize your slide show and click Done.

Click the icon to change the slide display (the icon appearance changes to indicate it is opaque, transparent, or hidden)

Drag the pointer to change the slide order

Special effects options

Icon appearance indicates the slide display
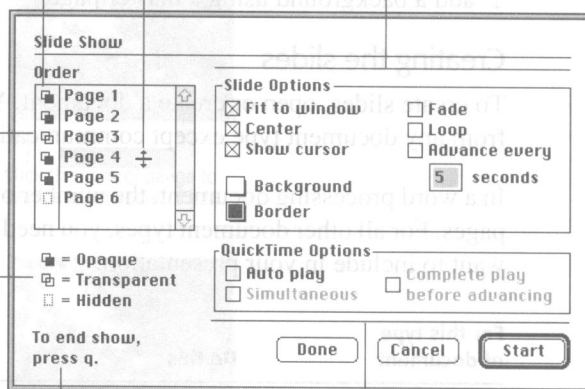
Type q to end the slide show

QuickTime movie options

Select	To do this
Fit to screen	Fit the entire slide within the boundaries of the screen.
Center	Centre the slide vertically and horizontally within the screen.
Show cursor	Show the arrow pointer during the slide show. You can move the pointer around when each slide is displayed.
Background	Select the background colour for the slide.
Border	Select the color displayed around the slide.
Fade	Make the slide fade in and out when it is displayed.
Loop	Repeat the slide show continuously until you stop it by pressing q.
Advance every (number) seconds	Automatically advance to the next slide after the specified number of seconds.
Auto play	Make a QuickTime movie play automatically when it is displayed on a slide.
Simultaneous	Make all movies play simultaneously when Auto play is selected and more than one movie appears on a slide.
Complete play before advancing	Display the current slide until the movie has finished.

Showing the slides

To show your slide presentation, choose Slide Show from the View menu. In the Slide Show dialog box, click Start.

The slide show runs with the options set in the Slide Show dialog box. (See "Setting up the slides" on page 8-5.) When you are finished with the slide show, click Done to save any settings you changed or click Cancel to restore the original settings.

To stop the slide show at any time, press q.

Merging data with text (mail merge)

You can insert information from a database document into another document or frame by performing a *mail merge*.

You can merge a database document with:

1 a word processing document, to create a form letter that includes personalized information for each recipient (for example, "Dear Chris" instead of "Dear Customer")

1 a spreadsheet document, to create a report that's easy to update or to include a price list in a brochure

Choose Topics A–Z from the ? menu.

Run a slide show
Slide show and movie tips
Stop a slide show

Choose Topics A–Z from the ? menu.

About mail merge
Create a find request

- a text frame in a draw document, to print an envelope or a label. (See "Addressing envelopes" on page 8-10.)

Field data to merge ───

Placeholder ───

Database

Merge document

Result of mail merge
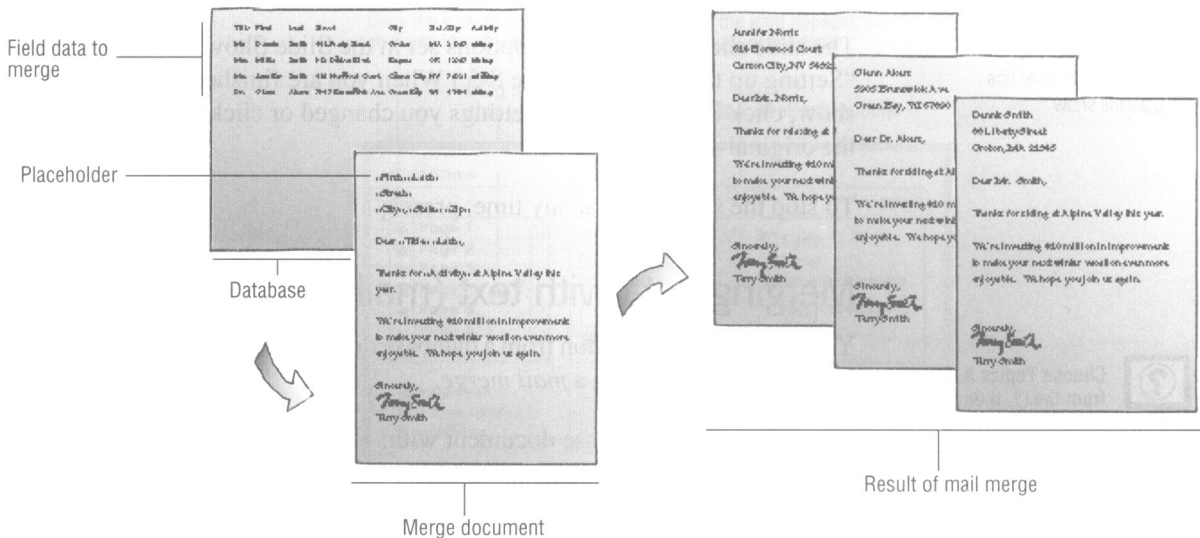
To merge data, follow these general steps:

1. Set up a database. You can have a database of names and addresses, items and prices, clients and facts about them, or any other categories of information you want to merge with text.

2. Prepare a merge document. Enter the text that is common to all the printed documents in a word processing document or text frame, and then enter field variables where you want to insert information from the database.

3. Print the merge document with the database information inserted.

Each of these steps is described in the following sections.

Setting up the database

You can use data from one or more of your existing ClarisWorks database documents, or create a new database document. Keep the following in mind:

Choose Topics A–Z from the ⍰ menu.

Create a find request
Design a database
Set up a database document
Sort records

- Determine how the data will appear in the merge document and define the database fields accordingly. For example, to create a form letter with a salutation that includes a person's first name, create separate fields for the first and last name.

• To include only certain database records, use a find request before merging. You may also want to sort the records before merging them. ClarisWorks prints only the found records in the order they were sorted.

Preparing the merge documents

Prepare the merge document

To prepare the merge document, open the ClarisWorks word processing, spreadsheet, or draw document you want to merge the data into. Then open one or more ClarisWorks database documents that contain the data you want to insert.

Note If you are merging data into a draw document, you must merge the data into a text or spreadsheet frame within that document.

In the merge document, position the insertion point where you want to insert the data from the database field and choose Mail Merge from the File menu. In the Select Data dialog box, select the database and click OK. In the Mail Merge palette, select field names, and click Insert Field for each one.

Select a field name ——

Click to insert a field ——

```
┌───────────────── Mail Merge ─────────────────┐
│  Field Name          │ Merge Database:        │
│  ┌────────────────┐  │ prospects              │
│  │ Title        ▲ │  │                        │
│  │ First Name   ▓ │  │                        │
│  │ Last Name    ▓ │  │ ┌──────────────────┐   │
│  │ Street       ▼ │  │ │  Select Data...  │   │
│  └────────────────┘  │ └──────────────────┘   │
│  ┌────────────────┐  │ ┌──────────────────┐   │
│  │  Insert Field  │  │ │  Print Merge...  │   │
│  └────────────────┘  │ └──────────────────┘   │
└──────────────────────┴────────────────────────┘
```

—— Click to select a database

Field names ——

```
┌──────────────────────────────────────┐
│ 4/20/94                                │
│                                        │
│ «First Name» «Last Name»               │
│ «Street»                               │
│ «City», «State» «Postal»               │
│                                        │
│ Dear «First Name»:                     │
│                                        │
│ Thank you for «Activity» at Happy Valley│
│ Resort this year.                      │
└──────────────────────────────────────┘
```
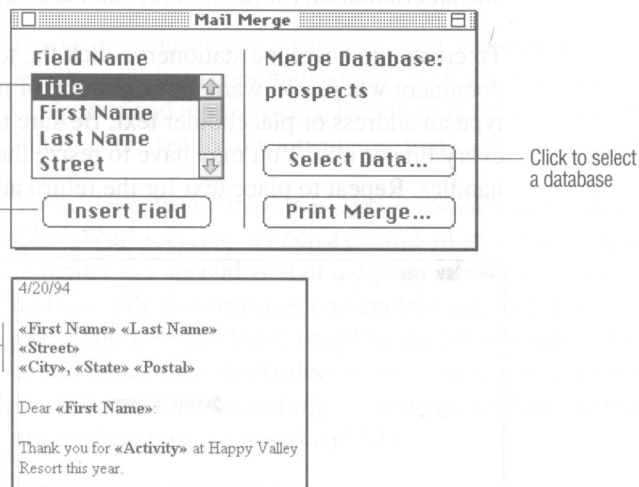
Merge document

You can move the Mail Merge palette around the window as you work.

Printing the merge documents

When you are finished inserting fields or field data into your merge document, click Print Merge in the Mail Merge palette. In the Print dialog box, click Print.

ClarisWorks will print one merge document for each record in the database document's found set.

Addressing envelopes

If your printer can be set up to print on envelopes, you can address envelopes in ClarisWorks. If you cannot print directly on envelopes, you may want to print your addresses on address labels. See "Printing labels" on page 7-27.

Setting up the envelope stationery

To set up the envelope stationery, create a draw document. Choose Page Setup from the File menu, choose an envelope setting from the Paper pop-up menu and an orientation (horizontal for standard business envelopes), and click OK.

To create the envelope stationery, click the text tool A, click in the document where you want the beginning of the sending address to go, and type an address or placeholder text. Be sure to press Return at the end of every line of text. You may have to resize the address by dragging its handles. Repeat to place text for the return address.
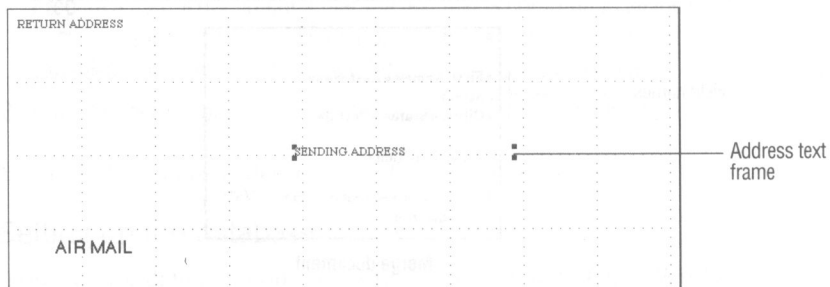
Choose Save As from the File menu and save the document as stationery. See "Saving document formatting (stationery)" on page 2-7 for more information.

Sidebar (left margin):

Addressing the envelope

To address an envelope, choose New from the File menu and choose your envelope stationery from the Stationery pop-up menu. Double-click the sending address text frame and type the address you want to use. Repeat for the return address text frame.

Insert the envelope into your printer and print the envelope stationery document.

You can also print addresses from a database document using mail merge. See "Merging data with text (mail merge)" on page 8-7.

Working with electronic mail

If you are using System 7.1 or later, and have installed PowerTalk—a mail extension by Apple Computer, Inc.—you can send and receive electronic mail from other PowerTalk users who are linked to your computer while you're working in ClarisWorks.

If you are connected to a gateway, such as an Internet gateway, you can also use PowerTalk to communicate by electronic mail with many types of computers and mail systems, locally or in remote locations. For more information, see the documentation that came with your PowerTalk software.

To send electronic mail messages—called letters—from within ClarisWorks, create or open a document and attach a mailer to the document. A mailer is a special area of a document you use to enter the recipient's address, title the message, and enclose any additional documents or movies you want to send. Once you add a mailer to a letter, you can save the letter to disk as a ClarisWorks document, or save it as stationery and reuse it later. For information on creating, addressing, sending, and saving letters, see the appropriate topic in onscreen Help.

Choose Topics A–Z from the ? menu.

For information on	Choose this from Topics A–Z in Help
Electronic mail basics	About letters
Setting up a letter	Create and address a letter
Adding a mailer	About the mailer
Sending a letter	Send a letter
Saving a letter to disk	Save a letter

For information on reading, forwarding, and replying to letters you receive, using shortcut buttons to automate electronic mail tasks, and setting mail preferences, see these topics in onscreen Help:

For information on	Choose this from Topics A–Z in Help
Reading electronic mail	Read a letter
Replying to mail messages	Reply to a letter
Forwarding a mail message	Forward a letter
Automating electronic mail tasks	Electronic mail shortcut buttons
Setting mail options in the Preferences dialog box	Set electronic mail preferences

Customizing shortcuts

A shortcut runs a sequence of actions when you click a button in the shortcuts palette. Shortcuts reduce tasks, such as opening a file or checking the spelling of a document, to a single step. You can use the preset shortcuts, add or remove shortcuts that appear on the palette, or create new shortcuts to suit the way you work.

To see the shortcuts palette, choose Shortcuts from the File menu and then choose Show Shortcuts.

Shortcuts palette for word processing documents

The shortcut buttons that appear on the shortcuts palette change depending on the document type and whether or not the palette has been edited.

To add or remove buttons from the shortcuts palette, choose Shortcuts from the
File menu and then choose Edit Shortcuts.

Click a button to add or remove a shortcut

Click a shortcut button
to see a description

Edit Shortcuts

Available Shortcuts

>> Add >>

<< Remove <<

Installed Shortcuts

○ Application
○ Document

Description
Align Left (WP/SS)

Cancel   OK
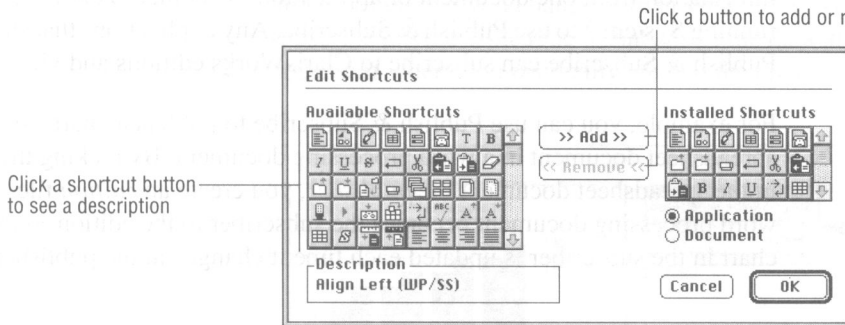
To create new shortcuts, you can create a *macro*, assign it to a button, and
then add the macro to the shortcuts palette. See "Using macros," next.

Using macros

A macro is one action that performs a series of actions. You can create
macros to automate tasks you do often. For example, you can create a macro
that sorts a database, prints a report, and closes the database document.

You can also assign a button to a macro to make it a shortcut.

**Choose Topics A–Z
from the ? menu.**

For information on	Choose this from Topics A–Z in Help
Creating a macro	Record a macro
Running a macro	Play a macro
Changing a macro	Edit a macro
Deleting a macro	Delete a macro
Making a shortcut button for a macro	Design a shortcut button for a macro

Using Publish & Subscribe

Macintosh System 7 Publish & Subscribe is a live copy-and-paste of information from one document or application to another. You must be running System 7 to use Publish & Subscribe. Any applications that supports Publish & Subscribe can subscribe to ClarisWorks editions and vice versa.

For example, you can use Publish & Subscribe to publish a chart from a spreadsheet document in a word processing document. By making the chart in the spreadsheet document the *publisher*, you create an *edition* file. The word processing document becomes the subscriber to the edition so that the chart in the subscriber is updated each time it changes in the publisher.

Publisher   Edition   Subscriber
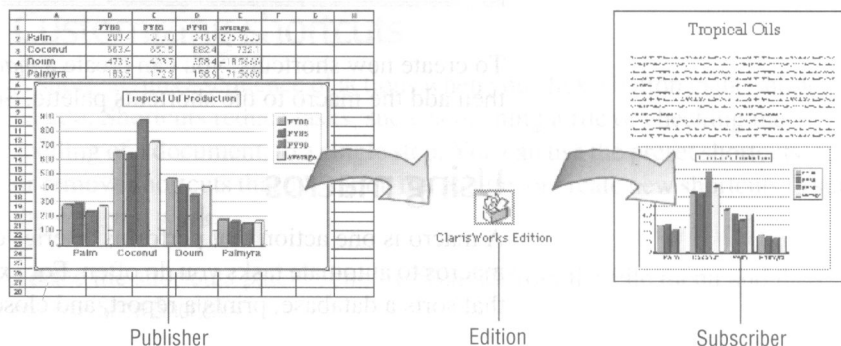
You can have any number and combination of publishers and subscribers in a document. For example, you can publish a chart from a draw document for a colleague to use in a report, and have the published chart's edition file update whenever you change data in your chart. At the same time, you can subscribe to your colleague's analysis of the data in a text frame in the draw document where you originally created the chart.

Publishing text in a word processing document while subscribing to a chart

Publishing a chart in a draw document while subscribing to text

Chapter 9: Working with communications

This chapter explains how to use ClarisWorks to establish communication between your computer and another computer. All communications features, including procedures, shortcuts, and troubleshooting, are described in onscreen Help.

When to use a communications document

Create a communications document when you want to exchange information with another computer. Use a ClarisWorks communications document to:

- connect to a commercial online service such as CompuServe
- connect to a computer you can access at your business or school
- connect to a public or private bulletin board service (BBS)
- transfer files directly from one computer to another

Communications basics

To get started with communicating with other computers, you need to have the correct hardware and software setup and become familiar with communications terms and ClarisWorks communications documents.

What you need

To connect to another computer through telephone lines, you need a modem and the appropriate cables. Refer to the modem manufacturer's manual for any requirements unique to your modem. You may not need a modem to connect with another computer if you have a serial connection cable for a direct connection. For all types of communication the Apple Communication Toolbox software must be installed in your system. If you used the ClarisWorks installation program, this was done for you automatically.

Communications terms and concepts

If you're new to communications, you need to be familiar with the following communications terms and concepts.

Term	Definition
Terminal	A screen and keyboard used to communicate with a *remote* (distant) computer. The remote computer can be as close as the same room or building, or as far away as another country. Using the terminal software included in the ClarisWorks package, your computer can *emulate* (act like) a terminal, so that your computer and the remote computer can communicate.
Host computer	A computer that answers requests for information or that acts as a gateway to other computers. You communicate with a host computer across a telephone line. To communicate with a host computer, you usually need an assigned user name and password. When you identify yourself at connection time, you're *logging on*. When you disconnect, you're *logging off*.
Connecting	The process of establishing communication with another computer. Communication from one computer to another requires a transmission channel—usually a telephone line, but sometimes a cable between two computers. Connection by telephone requires a *modem*, a device that turns data from your computer into a signal that can be transmitted over a telephone line. The computer at the other end of the telephone connection also requires a modem.
Session	The amount of time from when you connect to an online service or another computer to when you disconnect (also called *connect time*). When you use a commercial online service, you're usually billed only for connect time.
Online service	A host computer that gives you access to a variety of information, such as weather forecasts, airline schedules, databases used for research, and bulletin boards for communicating with other users.

Creating a communications document

Choose Topics A–Z
from the ⑦ menu.

About communications
documents

To create a communications document, choose New from the File menu, select Communications, and then click OK.

About the communications window

All communication between your computer and an online service or another computer appears in the communications window.

Click to use or set up a phone book ———

Shows how much time has elapsed ——— in a session (click to reset)

Shows the status of the ——— current session

```
┌──────────────── Untitled 1 (CM) ────────────────┐
│ ⊕  00:00:00  Unconnected                         │
│ ─                                                 │
│                                                   │
│                                                   │
│                                                   │
│                                                   │
│                                                   │
└──────────────────────────────────────────────────┘
```
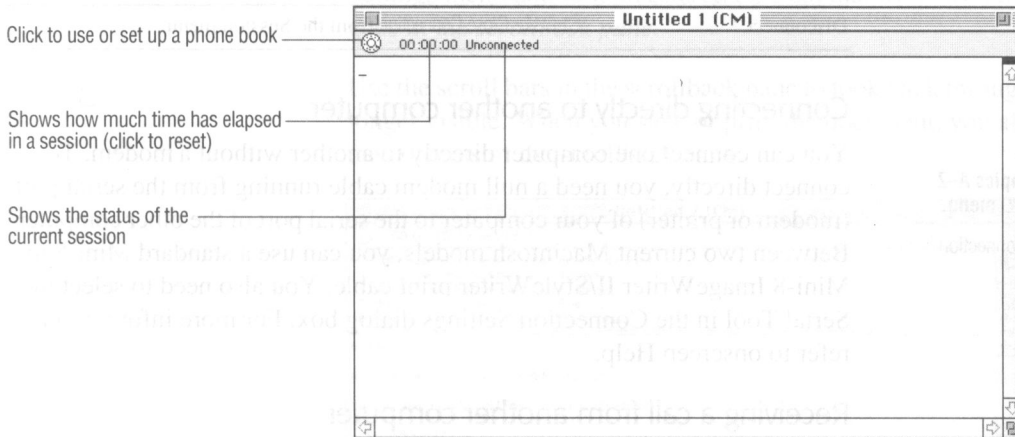
Connecting to another computer

After you create a communications document, you're ready to

- connect to an online service or a remote computer using a modem
- connect directly to another computer, using a cable
- receive a call from another computer, using a modem

Connecting to another computer with a modem

Begin a session by setting up a connection and then placing the call. When you have completed the session, disconnect your computer from the online service or remote computer.

Choose Topics A–Z from the ? menu.

Connect to a computer or online service

To	Do this
Set up a connection	Choose Connection from the Settings menu. When the Connection Settings dialog box appears, make sure Apple Modem Tool is selected from the Method pop-up menu. Type the number to dial in Dial Phone Number. Choose a modem name from the Modem pop-up menu. Change the Port Settings as needed, and then click OK. (See "Changing communications settings" on page 9-8 for more information about changing port settings.)

To	Do this
Place a call	Turn on your modem. Choose Open Connection from the Settings menu, and once you have connected use the commands of the online service or host computer to find the information you want.
Disconnect	Choose Close Connection from the Session menu.

Connecting directly to another computer

Choose Topics A–Z
from the ? menu.

Set up a direct cable connection

You can connect one computer directly to another without a modem. To connect directly, you need a null modem cable running from the serial port (modem or printer) of your computer to the serial port of the other computer. Between two current Macintosh models, you can use a standard Mini-8 to Mini-8 ImageWriter II/StyleWriter print cable. You also need to select the Serial Tool in the Connection Settings dialog box. For more information, refer to onscreen Help.

Receiving a call from another computer

Choose Topics A–Z
from the ? menu.

Receive a call
Disconnect a call

You can set up a communications document to wait for another computer to call your computer.

To receive a call from another computer, choose Connection from the Settings menu. In the Connection Settings dialog box, choose Apple Modem from the Method pop-up menu. Click Answer Phone After...Rings, type the number of rings you want before your modem answers the call, and then click OK.

Choose Wait for Connection from the Session menu and wait for the appropriate incoming call. ClarisWorks answers every incoming call after the specified number of rings until you end the session.

To end the session, choose Close Connection from the Session menu.

Working with data during a session

During a communications session, you can:

- capture incoming data and save it in a text file on your disk
- copy incoming data formatted as a table into a spreadsheet document
- save the data in the terminal area and the scrollback pane in a communications document
- print data during a communications session
- send files from one computer to another

Using the scrollback pane

As you work during a communications session, the data you receive from the remote computer goes into the terminal area of the communications window. (If you don't see what you type in the terminal area, choose Terminal from the Settings menu and turn on Local Echo.) Data that overflows the terminal area goes in the *scrollback pane*.

Use the scroll bars in the scrollback pane to look back through data that is no longer visible. When you save or print the document, you also save or print the contents of the scrollback pane.

```
▛▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀ Untitled 2 (CM) ▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▜
 ⟲  00:05:15 Connected
 2 IBM Applications Forum Hosts Intuit                          ⬆
 3 Free Sectra Software Offered
 4 Solutions Forum Now Available
 5 Macintosh Forums Stage Events
 6 New Graphics Forums Add Sections                             ▤
                                                               ⬆
 Enter choice !5

 What's New This Week(FREE)NEW-25

 MACINTOSH FORUMS STAGE SPECIAL EVENTS

   (12-Nov-92)
   The Macintosh support forums are hosting a series of special events and
 offering special message sections during November, which has been designated
 "What's New, Apple? Month."
   A conference to discuss "Apple's New Hardware" is scheduled for 20-Nov, 9 p.m.
 EST (2 a.m. GMT) in the Macintosh Hardware Forum (GO MACHW). The conference will
 focus on the new Performa series, DuoBooks and the new Mac IIs.
   Section 15, "Hot Topic: System 7.1," in the Macintosh Systems Forum (GO
 MACSYS) and Section 14, "Hot Topic: New Macs," in the Macintosh Hardware Forum
 (GO MACHW) have been opened to give members a chance to speak with Apple

 Press <CR> for more !_                                          ⬇
```

— Scrollback pane

— Drag the horizontal pane control to change the size of the scrollback pane

— Terminal area

Important Do not depend on the scrollback pane to save data. As you fill available memory, the oldest contents of the scrollback pane are removed. If you choose Save from the File menu, copies of the scrollback pane you saved earlier are overwritten and data may be lost. To safely store incoming data, you should capture it directly to a file. See the next section, "Capturing incoming data" on page 9-6.

You can change the characteristics of the scrollback pane to suit the way you work.

To	Do this
Show and hide the scrollback pane	Choose Show Scrollback or Hide Scrollback from the Settings menu.
Copy the contents of the scrollback pane into another document	Select the contents and choose Copy from the Edit menu. Switch to another document and choose Paste.
Clear data from the scrollback pane	Choose Clear Saved Lines from the Session menu.
Limit the amount of data to store	Choose Preferences from the Edit menu. In the Preferences dialog box, select a memory option from the Scrollback pop-up menu and click OK.

Capturing incoming data

You can *capture*, or save, all incoming data (not just the contents of the screen and the scrollback pane) in a text file as it's received. When you capture data, the file is saved on disk—not in memory.

To begin capturing incoming data, choose Capture to File from the Session menu, enter a filename, and then click Save.

To stop capturing the data, choose Stop Capture from the Session menu.

When to capture data You can start capturing data before you connect or while you're online. For example, if you don't want to save your online service's menus, you can wait to capture data until you're about to receive the information you want.

Saving and printing communications documents

When you save a communications document by choosing Save from the File menu, you are saving the contents of the terminal area, the scrollback pane, and your current communications settings. You can save a communications document at any time, even if you're connected to another computer.

To save only the text in the scrollback and terminal areas (excluding the communication settings), choose Save As from the File menu. Name the document, choose Text from the pop-up menu, and click OK.

Important You should not use Save on the File menu as your primary means of saving incoming data; you should use it mainly for saving communication settings. When you save a document with Save, copies of the scrollback pane that you saved earlier are overwritten and data may be lost. To safely store incoming data, you should capture it directly to a file. See the previous section, "Capturing incoming data" on page 9-6.

To print a communications document, choose Print from the File menu. You can print at any time.

Copying and pasting a table

Choose Topics A–Z from the ? menu.

Copy and paste tabular data

If you receive a table of data during a communications session, you can paste it into a spreadsheet so it lines up one item per cell, or into a text document or frame so that the columns line up.

To copy a table during a communications session, select the text you want changed to a table (the text must have at least two spaces between the columns). Choose Copy Table from the Edit menu, and then paste the data into a spreadsheet or word processing table.

Sending a file to a remote location

Choose Topics A–Z from the ? menu.

Send a file to another computer

You can send a file to another computer if the computers have the same transfer method. When you send a file, be sure that the other computer is set up to receive files automatically or that someone is available at the other end of the connection to initiate the transfer.

Simplifying communications tasks

You can automate communications tasks and work more efficiently by using the ClarisWorks phone book, templates, and macro features.

Choose Topics A–Z from the ? menu.

Automate communications tasks
Create a log-on macro
Use the phone book
Connect to a computer or
    online service

To	Do This
Start or edit a phone book	Choose Phone Book from the Settings menu, type in the Edit Phone Book Entry dialog box, and click OK. Click Done when you are finished making entries.
Place a call using the phone book	Click the phone book icon ⊚ in the tool bar and select an entry you wish to call.
Make a communications document into a template	See "Saving document formatting (stationery)" on page 2-7.
Create a log-on macro	Record a macro that enters the necessary passwords and ID information to connect to an online service. See onscreen Help for instructions.

Changing communications settings

If your modem or the online service requires different settings than the ClarisWorks defaults, or if you want to connect directly to another computer without using a modem, you can change the connection, terminal, and file transfer settings. Refer to the manuals that came with your modem and online service to find out which settings you should use.

A new communications document is preset to use the following tools, which are supplied and installed with ClarisWorks:

- Connection setting: Apple Modem Tool

- Terminal setting: VT102 Tool (compatible with VT100)

- File Transfer setting: XMODEM Tool

The connection, terminal, and file transfer options are preset to the most commonly expected conditions.

For example, the preset connection tool is the Apple Modem Tool, which is used to connect to a remote computer through a Hayes-compatible modem. Another connection tool is the Serial Tool, which is used for direct communication with another computer or another device.

To change	Choose
Connection settings	Connections from the Settings menu
Terminal settings	Terminal from the Settings menu
File transfer settings	File Transfer from the Settings menu

Refer to onscreen Help for information about the various tool options. Balloon Help also contains detailed descriptions of the connection settings.

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** The **bold** text is an onscreen Help topic name. Choose Topics A-Z from the ⍰ menu,
click a letter, and then choose the topic name from the alphabetical list.*

*The **bold** text is an onscreen Help topic name. Choose Topics A-Z from the ② menu,
click a letter, and then choose the topic name from the alphabetical list.*

** The **bold** text is an onscreen Help topic name. Choose Topics A-Z from the ⍰ menu,
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click a letter, and then choose the topic name from the alphabetical list.*

Quick Reference

View controls

Click to expand window

Click to specify zoom percentage

Double-click to go to a specific page (Page View on)

Drag to split window vertically into panes

Click to close window

Drag to split window horizontally into panes

Drag to scroll vertically

Click to scroll one screenful

Click to zoom in or out

`100`

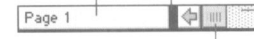`Page 1`

Click to scroll one screenful

Click to show or hide the tool panel

Drag to scroll horizontal

Tool panel

Selection and frame tools

Selection, frame, and drawing tools are available in all documents and frames (except communications). If the tools are hidden, click the show/hide tools control.

Drawing tools

Arrow pointer	Text
Spreadsheet	Paint
Line	Rectangle
Rounded rectangle	Oval
Arc	Polygon
Freehand	Bezigon
Regular polygon	Eyedropper

Fill sample

Fill color, pattern, and gradient palettes

Pen sample

Pen color and pattern palettes

Pen width and arrowhead palettes

Painting tools

Use the drawing tools and these additional painting tools in paint documents and paint frames.

Selection rectangle	Lasso
Magic wand	Brush
Pencil	Paint bucket
Spray can	Eraser

Using onscreen Help

Search for a word or phrase

Move backward and forward in this group of topics

See a keyword list (index)

Return to the last topic you viewed

See an alphabetical list of all Help topics

Return to the table of contents

Attach notes to a topic

Click a navigation button

ClarisWorks Help

Contents

ClarisWorks Help

Topics A-Z

Click underlined text to see a definition

Welcome to ClarisWorks Help. Click an underlined title to display the topic you want to read. Use the scroll bar to see the entire list of topics.

Click underlined titles to jump to a topic

How to use Help
Shortcuts
New features in ClarisWorks 3.0
Troubleshooting
Managing files and windows

Choose Topics A–Z from the ? menu

About shortcut buttons

In the user's guide, this box means there's more information about a topic in onscreen Help. To fir topics listed in the box, click Topics A–Z in the Help Contents or choose Topics A–Z from the

General

Keyboard and mouse shortcuts

Most key combinations are displayed in the ClarisWorks menus. To use a key combination, hold down the first key listed and then press the next key or click the mouse as indicated. For example, to quit ClarisWorks, press ⌘ and then press Q.

Close	⌘-W
Copy	⌘-C or F3
Cut	⌘-X or F2
Delete	Delete
Find Again (when Find dialog box is closed)	⌘-E
Find/Change	⌘-F
Help	⌘-? (question mark) or Help
New	⌘-N
Open	⌘-O
Page View	Shift-⌘-P
Paste	⌘-V or F4
Print	⌘-P
Quit	⌘-Q
Save, Save As	⌘-S, Shift-⌘-S
Select All	⌘-A
Show/hide shortcuts palette	Shift-⌘-X
Spelling: Check Document, Check Selection	⌘-= (equal sign), Shift-⌘-Y
Thesaurus	Shift-⌘-Z
Undo	⌘-Z or F1

General shortcut buttons

- Open a file
- Save the file
- Print the document
- Undo
- Cut
- Copy
- Paste
- B Bold
- I Italic
- U Underline

Open a new document

- Word processing
- Draw
- Paint
- Spreadsheet
- Database
- Communications
- Open a file

Text

Selecting text shortcuts

Word	Double-click word
Line	Click line three times
Paragraph	Click paragraph four times
From insertion point to beginning, or to end, of paragraph	Shift-Option-↑ , Shift-Option-↓
Extended selection	Click at one end of selection, and then Shift-click at other end; or click at one end, then Shift-↑ or Shift-↓
Whole document	⌘-A
From insertion point to beginning, or to end, of document	Shift-⌘-↑ , Shift-⌘-↓

Quick Reference

Text ruler controls

Drag to set right indentation of the paragraph

Drag to set indentation of the first line of the paragraph

Drag to set left indentation of the paragraph (hold down Option and drag to set without changing first-line indent)

Drag a tab marker to the ruler to set a tab

Left Center Right Decimal

Click to align a paragraph

Left Center Right Justify

Click to decrease or increase line spacing

Double-click to change settings

Click to decrease or increase number of columns

Typing and finding formatting characters and special text

To show or hide formatting characters, type ⌘-; (semicolon).

For this character	Press, type, or choose from the Edit menu	In the document, you see	To find the character, type ⌘-F, then type this in the Find box	In the Find box, you see
Space	Space bar	·	Space bar	(Nothing)
Non-breaking space	Option-Space bar	·	Option-Space bar	(Nothing)
Tab	Tab	→	\t or ⌘-Tab	\t
Paragraph return	Return	↵	\p or ⌘-Return	\p
Line break (soft return)	Shift-Return	↵	\n	\n
Column or page break	Enter	↓	\c or ⌘-Enter	\c
Automatic date	Insert Date	Updated date	\d	\d
Fixed date	Option-Insert Date	Fixed date	(Text)	(Text)
Automatic time	Insert Time	Updated time	\h	\h
Fixed time	Option-Insert Time	Fixed time	(Text)	(Text)
Automatic page number	Insert Page #	Page number	\#	\#
Fixed page number	Option-Insert Page #	Page number	(Text)	(Text)
Backslash (\)	\	\	\\	\\

Text shortcut buttons

- Show/hide formatting characters
- Make table
- Make custom style
- Copy ruler
- Paste ruler
- A Increase font size
- A Decrease font size
- Align left
- Align center
- Align right

Draw

Draw shortcut buttons

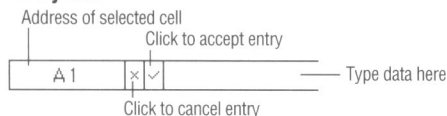|					
⊡	Align top edges	⊞	Align centers horizontally	⬚	Move backward
⊟	Align left edges	⊞	Align centers vertically	◈	Irregular text wrap
⊡	Align bottom edges	⬚	Move forward	⬚	Rotate object 90°
⬚	Align right edges				

Paint

Paint shortcut buttons

⬚	Rotate image 90°	⬚	Lighten image	⬚	Fill image
⬚	Opaque mode	⬚	Darken image	⬚	Blend colors
⬚	Transparent pattern mode	⬚	Tint image	⬚	Invert
⬚	Tint mode				

Spreadsheet

Entry bar

Address of selected cell
Click to accept entry

| A 1 | × ✓ | Type data here |

Click to cancel entry

Keyboard and mouse shortcuts

Fill down	⌘-D
Fill right	⌘-R
Insert cells	Shift-⌘-I
Delete cells	Shift-⌘-K
Modify a chart element	Double-click element
Format a number	Shift-⌘-N, or double-click cell
Sort	⌘-J

Navigation techniques

To accept current entry and	Press
Move one cell down	Return
Move one cell up	Shift-Return
Move one cell left	Shift-Tab
Move one cell right	Tab
Stay in current cell	Enter

Spreadsheet shortcut buttons

≣	Align left	%	Percent format	⊞	Insert row or column
≣	Align center	0,0	Commas format	⊞	Delete row or column
≣	Align right	⊞	Outline border	⊪	Bar chart
⬚	Sort ascending order	⊞	Right border	◔	Pie chart
⬚	Sort descending order	⊞	Bottom border	⬚	Area chart
Σ	Total selected rows/cols	⬚	Show/hide formulas	⬚	Line chart
⬚	Currency format	⬚	Wrap text		

Quick Reference

Database

Keyboard and mouse shortcuts

Activate a field	Tab or click inside field
Deselect records	Enter
Find (display a find request)	Shift-⌘-F
Go to a record	⌘-G
Insert Tab in a text field	⌘-Tab
New record	⌘-R
Select a record	Click record outside a field
Select contiguous records	Click the first record you want to select, and then Shift-click the last record you want
Select or deselect records individually	⌘-click

Navigation techniques (Browse and Find)

Move to first character in field	⌘-↑ or ⌘-←
Move to last character in field	⌘-↓ or ⌘-→
Move to next field	Tab
Move to previous field	Shift-Tab
Move to next record (same field)	⌘-Return
Move to previous record (same field)	Shift-⌘-Return

Database shortcut buttons

⬚	Sort ascending order	⬚	<	Show records less than value
⬚	Sort descending order	⬚	>	Show records greater than value
⬚	Sort again	⬚	Add new record
=	Show records that match value	⬚	Show all records
≠	Show records that do not match value	⬚	Hide selected records

Communications

⊙ 00:16:04 Connected — Session status

Click to display the phone book   Click to reset session clock

Communications shortcut buttons

⬚	Open a file	⬚	Paste a selection	⬚	Wait for connection
⬚	Save the file	⬚	Open connection	⬚	Send a file
⬚	Print the document	⬚	Close connection	⬚	Receive a file
⬚	Copy a selection				